**2016 AAU INFORMATION #2**(Monday May 16, 2016)
Print this document and take it with you when you travel. Or access it on my website.

My website address is [**www.omnevb.net**](http://www.omnevb.net) where you can always view these documents. Please type the above website address into your browser. The link does not always work from these messages. My phone number is 402-598-4782. Texting is preferred over calling. If you need to call and I do not answer, please leave a message.

This document includes information about:

* Hotel attendance dates and roommate name
* Hotel name
* Shuttle transportation
* Transportation from hotel to playing sites
* Meetings
* Uniform requirements
* Officials’ site information
* Preliminary schedule of events

**HOTEL ATTENDANCE DATES**Please check your hotel attendance dates on the attached document or on my website named 2016 Hotel Dates and Roommates. The list is alphabetical. You can either view the smartsheet (online) or the pdf version. The online version is more current, so any changes that I make to it are seen immediately by you. However, if you have trouble viewing the online version, you can see the same info in the pdf version.

**ROOMMATES**There is the possibility that you are not rooming with your requested roommate. I did the best I could in matching up roommate requests AND dates of attendance. It is imperative to keep the room nights to a minimum. All hotel changes must be made through me. If you find that your travel dates have changed to match your requested roommate, let me know and I will try to make a change.

The hotel is paid by AAU from Saturday, June 18 **through** the last night of play (Sunday, June 26). Additional nights are highlighted in light red and are noted on the rooming list with an amount next to your name. If there is an amount of 40 that means you and your roommate were able to share the cost of the extra night. If there is an amount of 80 or more, that means you are paying for an extra night by yourself or are sharing the cost of more than one night. Anyone who requested a single room or a shared room with a non-referee, your amount listed is ½ of all the nights you are working. If you had extra nights, that amount is listed separately.

If your arrival or departure dates are not correct, you must notify me prior to June 1. No changes to extra nights can be made after June 1. If a change is not made by June 1, you will be responsible for the noted charge regardless if you stay in the room at that time or not. Please let me know immediately so I can make the adjustments with the hotel.

If you are coming early and are in a room by yourself for the extra night(s), but you see someone on the list that you can share with, just let me know. Make sure you check with the other person(s) to make sure it’s okay if you stay with them. I can then adjust the amount everyone has to pay and your actual check-in date.

Your share of room costs (not incidentals) will be deducted from your final pay. At officials’ check-in, you will be presented with a document noting the exact amount that will be deducted from your pay.

Everyone should contact your roommate in advance if possible, so you can coordinate arrival times, etc.

A list of referees, email addresses, and phone numbers is posted on my website. The smartsheet also has referee pictures posted. Click on the paperclip on the right side of the page (beside the referee’s name), then click on the second link and you can see the referee’s picture. Currently only referees from 2015 are posted.

**TOURNAMENT INFORMATION**There are more than 2300 teams participating this year. We are using the entire convention center (South Hall A & B, and North Hall A & B) for the entire 8 days.

You will receive at least one more message from me with final information and referee guidelines. Check out the preliminary schedule of events that is posted to my website.

**AIRPORT TRANSPORTATION**AAU does not pick anyone up from the airport. The hotel does not provide shuttle service. There will be Super Shuttle discount information available on my website. You must use the link to make your reservations in advance to receive the discount. (The link is not available at this time but will be available prior to the event.)

If you are flying into the Sanford airport (SFB) (and not the Orlando airport [MCO]), I think you can make a Super Shuttle reservation, but I don’t know if the discount applies or not. The Sanford airport is about 40 (maybe 50) miles from the hotel.

**HOTEL**

We are staying at:

Sheraton Lake Buena Vista Resort and Spa
12205 S Apopka-Vineland Road
Orlando, FL 32836
407-239-0444 www.sheratonlbv.com

If you are driving, directions to the hotel can be viewed on the hotel’s website.

When checking into the hotel, you will need to leave a credit card for incidentals. **Each referee needs to check-in and out of the room. If you have hotel issues, talk to me first. Don’t ask for special favors or request special action unless you have talked with me.**

**DO NOT CALL THE HOTEL AND MAKE SPECIAL REQUESTS UNLESS YOU’VE TALKED WITH ME FIRST. (That is cause for immediate dismissal from the tournament.)**

**Every room has a refrigerator. The hotel has laundry facilities.**

**PARKING at the HOTEL**The Sheraton Safari charges for parking at the hotel, but the parking charges are waived for our group. If the front desk tries to charge you for parking, please call or text me immediately.

**MANDATORY PRE-TOURNAMENT MEETING**There is only one pre-tournament meeting (prior to the start of each session) this year. The first meeting is on Saturday, June 18, at 8:00 pm and will be held at the Orange County Convention Center. There will be no charge for parking at the convention center on that day, so everyone with a vehicle should be able to drive to the meeting.

The Phil Mazur AAU Outstanding Official Award will be given at the pre-tournament meeting. Don’t miss out on seeing who the recipient is this year.

**PLEASE BE ON TIME!!**There will be transportation for the officials’ meeting from the hotel to OCCC starting at 6:30 pm. You should arrive at OCCC at about 7:15 pm. After the meeting, the bus will transport you back to the hotel. If you do not make it to the Saturday night meeting, you must plan to be at the convention center for a 7:00 am meeting on Sunday, June 26.

There will be a **mandatory** meeting starting at 6:00 pm at OCCC for all referees from Puerto Rico (and their counterparts living in the US) on Saturday, June 18. There will bus transportation available at 5:30 pm.

A meeting for those working the second session only (starting work on Thursday, June 23) will be held on Wednesday, June 22, at OCCC at 7:00 pm.

**PRE-TOURNAMENT SOCIAL**The hotel is providing a reception for us again this year. The reception will be in the pool area from 5:00 to 6:00 pm. There will be drinks and some food available. You must wear your nametag to be allowed into the reception.

You can still go over to Giordano’s Pizza at any time. I’m sure I will be able to secure some sort of a discount. Look for something at check-in.

**REFEREE CHECK-IN**All referees must check-in for the tournament on Saturday, June 18, from 9:00 am to 4:30 pm at the hotel in the Pomelo room. REGISTRATION THIS YEAR IS NOT IN THE SAME PLACE AS LAST YEAR. (There is another event going on in that space, so please do not go in and interrupt them.) The Pomelo Room is on the first floor of Building 3 behind the pool slide. At officials’ check-in, you will complete your forms and pick up your shirts and nametag. This early option will allow you to put these items back in your room. There is also a separate room beside the check-in room for socializing.

You cannot check-in for your roommate, unless you have received prior permission from me. Late check-in will be available from 7:30-8:30 at the OCCC before the pre-tournament meeting. There will not be any check-in after the referee meeting.

**NAMETAGS**Each referee will receive a nametag that will be worn at **ALL** times (yes, even when you are officiating). It is impossible for anyone to remember all of you. If you did not return your nametag at checkout last year, make sure you bring it with you this year. All nametags will be returned at checkout this year. If you want to keep yours, I will order you another one for a $5 charge.

**OFFICIATING UNIFORMS**You will receive a jacket (gray ¼ zip), one red polo shirt, and one AAU t-shirt this year. Make sure you bring enough regular white (or the new gray or blue) uniform shirts for at least 2 days in each session. A specific uniform shirt will be designated to wear each day. A schedule of assigned shirts will be noted on the referee schedule of events.

If you have a white AAU shirt from another year, you may bring it to the tournament as we might do a ‘chop suey’ day, which means you will be able to wear any WHITE AAU shirt. If you do not have another white AAU shirt, you can wear your regular white officiating polo.

**Referees are NOT allowed to wear shorts.**

The rest of the uniform is navy dress pants, white socks, and white shoes. Any pants that have belt loops must be worn with a navy or black belt.

All of the sites are air-conditioned, so you should be prepared for cooler temperatures. You will be allowed to wear the new AAU jacket, the navy or white AAU jacket from prior years, or any of approved white certified officials’ outerwear.

If you are not comfortable wearing a t-shirt as your uniform, you may wear a collared or long sleeve white shirt (or matching shirt color) under your t-shirt.

Do not be offended if one of the lead referees talks with you about the condition of your uniform. Any referee wearing faded, worn out (Dockers) pants will be asked to find new pants.

White shoes means just that – all white with no other color markings. This is a national championship, and we expect all referees to be dressed in their best uniform.

**FLAGS**The tournament does not provide flags for line judges to use. It’s okay if you have your own set of flags and want to use them. Usually someone at check-in or at the meeting has flags for sale. The price is $20 -$25. It is not mandatory for line judges to use flags, but it is preferred. Line judges can use hand signals if flags are not available.

**OFFICIALS’ LOUNGE**The officials’ lounge at OCCC will be on the third floor this year in the same place as it was last year. The room number is N320. From the playing floor, you will be able to take the escalators up to the 3rd floor, and the rooms are to left. There is a public elevator across the hall by last year’s rooms, so you will need to be aware of parents with strollers and wheelchairs.

**CANDIDATE MEETING (Junior National or National)**For the past few years, Corny Galdones has graciously held an extra meeting for those referees who will be Junior National or National referee candidates at the upcoming respective tournaments. This year, the meeting will be held at 4:00 pm on Saturday, June 18, in the
Valencia room (by Pomelo). This meeting does not replace the regular pre-tournament meeting. You do not have to be a candidate to attend, nor is this mandatory for anyone. Any and all referees are invited to attend. It is only meant to give you further information.

**PLAYING SITES**We use two sites: the Orange County Convention Center (OCCC) and the ESPN Wide World of Sports (Disney WWOS). The ESPN site will have 18 courts in 2 buildings – 9 at the HP Fieldhouse and 9 at Josten’s (jaw-stens). Parking is free at ESPN, so if you have a vehicle, you can drive there if you want. If you want to park in the officials’ lot, you must have a pass. The additional 150+ courts are at the Orange County Convention Center (OCCC). It does cost to park at OCCC. Parking costs are not reimbursed, but parking passes are available with some stipulations.

**TRANSPORTATION to the SITES**We use a bus system for most of our transportation needs. There are a few shuttle vans in use also. The lead referee at each of the outlying sites will have a van. If you have a car, you can drive to ESPN/Disney, as there is no charge to park. However, no one at any time can park behind the security gate.

The shuttle busses load in the back parking lot by the Majestic Palms ballrooms. Since we leave so early in the morning, it is advised to be quiet as others in the hotel might still be sleeping. The shuttle bus will make its first run starting at 6:30 am every morning. The bus will return at least 2 more times to pick up additional referees and those that start at the second time slot.

Vans are also used to shuttle referees, mostly to Disney. Vans will start loading each morning at approximately 6:30 am in the back by the meeting rooms.

Evening returns will start at 7:30 pm, and the bus will make continuous runs from the convention center to the hotel until 11:00 pm.

Be ready, be on time, or find your own way. And make sure you know which facility you are going to so you get on the correct transportation. The shuttle busses DO NOT go to Disney. You must ride in a van or with someone to get to ESPN/Disney. There is not a LATE shuttle to Disney. You must go on the first run or drive yourself or find your own ride. (If by chance you get on the wrong shuttle, just call me and I will fix it.)

If you are planning to drive your own vehicle to and from the hotel to OCCC, you can check each morning for a parking pass. If we have enough, parking passes will be issued to full cars (at least 4 total riders). If you drive to Orlando, but want to ride in the shuttle bus or van, that’s fine. Anyone can drive at anytime to the convention center and pay for your own parking. However, no paid parking will be reimbursed.

**SCOREKEEPING CLINICS**There are no scoring clinics scheduled this year.

**SCHEDULES**You will receive specific match assignments each day. The schedule for the first day will be available at the pre-tournament meeting. Schedules each day will be posted on my website. Paper copies will be available, if you let us know you need/want one. Stop in the officials’ work room (N322) to put your name on the list and to pick up your copy. The schedules are posted on the website each afternoon/evening once it is available.

Daily match counts will also be posted online and in the officials’ lounge. You will have only 24 hours to dispute any match counts. Checking and verifying your counts each day will help alleviate back-ups in checking out on the final day.

Sometimes your schedule might be adjusted by me or one of the lead referees because of courts running late, etc. If your assignments were changed or you worked playoff matches, make sure I or your lead referee has noted that change. I use an automatic tracking system for determining your match count (and pay) for each day, and I need to know any changes, so your counts are correct. When you checkout, you will verify the number of matches you worked. We will have tracking sheets available.

Occasionally because of the number of referees available and the number of matches assigned, some of you might be given ½ day off. Some of you welcome this free time, and I know some of you want to work every match, every day, but . . . I have to work with what I have. You do not have to tell us that you want to work. We know most of you want to work, but assigning everyone full time might not be possible. The assignors do their best to give everyone an equitable number of matches.

Please use this time to refresh yourself or wash some clothes so you are able to finish out the final days of the tournament. You will know in advance if you will be off, so you can make plans if you want. If you would want to request a specific day, just let me know. Get together with your friends and go to a park. Thank you for your cooperation in this matter.

**FINALS DAYS**Most of the courts are used until 2:00 pm on the final day. On the final day of the second session (SU June 26), the court usage reduces by about ½ the number for each subsequent hour after 2:00 pm.

**FOOD**Food is not provided, but you will receive a cash per diem at the officials check-in. Each hotel room has a refrigerator, so you should be able to make and bring food for each day. For breakfast there are many places close by to either grab something on the way or to get something before you go.

I’m not sure how many coolers will be available for you to store your personal food. If you have a collapsible cooler, I would recommend you bring it. We can get ice. Bring a refillable water bottle. There are water coolers in the officials’ lounge. If you want to bring a large cooler, I would suggest you bring it in on the night of the meeting. If you put food in a supplied cooler, please make sure you clearly mark all your items, drinks included.

If you need groceries/supplies and do not have transportation or cannot find anyone with a car to take you to the store, let me know and I can make some arrangements. There is a grocery store about 2 - 4 blocks north of the hotel.

I am looking forward to seeing all of you shortly in Orlando. I will arrive in Orlando on Tuesday, June 14. You should be able to reach me most of the time by email, but if you need to reach me immediately, please text my cell phone at **402-598-4782** (you can call and leave a message, if necessary).

 SUE