

2023 AAU REFEREE PRE-TOURNAMENT LOGISTICS

(Friday April 14, 2023)

Print (or save) this document and take it with you when you travel. Or access it on omnevb.net.

PHONE NUMBERS to USE after June 10
OFFICIALS OFFICE PHONE – 531-772-3340
SCHEDULE/ASSIGNING ISSUES – 830-444-6069

Welcome to Orlando!! Bookmark the website address www.omnevb.net as that is where you can always view all documents, assignments and other important information. If you need immediate attention, texting is preferred over calling. If you need to call and no one answers, please leave a message. Most likely you will receive a text in return.

This message is for all registered referees. You must be registered and accepted in AES (advancedeventsystems.com) to complete this additional information form. Completion of this form regarding your hotel stay, transportation, shirt sizes, etc is requested immediately. You MUST have your current AAU membership number available and your ArbiterPay number and username. If you register without these numbers, your entry will be deleted. Read each question thoroughly before you answer.

If you are accepted for more than one session, you only need to complete ONE additional information form. However, you might receive multiple requests to complete the information.

[Click on this link to complete the Request for Additional Information.](#) Must be completed before April 25.

If you need to change your information, complete a new form. Only the most recent entry will be retained.

AES PERSONAL INFORMATION

Many of you do not have your AES information updated. To update your information, log into your AES (advancedeventsystems.com) account. In the upper right corner, click on your name, then My Info. Make sure all fields are completed and correct. Then click on the Official tab on the left menu. There you can complete your clothing sizes and ArbiterPay account number and username.

HOTEL

Most referees will be housed at the Marriott Village – three Marriott hotels in one complex.

Posted on omnevb.net is a summary sheet of hotel amenities and services.

- * Springhill Suites (8601 Vineland Ave, Orlando, FL 32821)
- * Fairfield Inn (8615 Vineland Ave, Orlando FL 32821)
- * Courtyard by Marriott (8623 Vineland Ave, Orlando FL 32821)

Referees will NOT have a choice in which hotel they are placed. There are many factors that are used when assigning rooms. If you have a special request, please note it in the Request form.

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

If you have a Marriott Bonvoy number, you will only get points (or credits), if you personally pay for a room. If your room is booked through the master AAU rooming list, you will not receive points or credits.

Even though your room charges are covered by AAU, you will still need to provide a credit card at check-in for incidentals. Please be prepared to provide one.

Each room has a refrigerator and a microwave. Each hotel has their own laundry facilities. Only credit cards can be used for laundry. The resort fee and parking fee are waived for our group.

Please DO NOT CALL the hotel and make special requests. If you call the hotel, they just call me to verify the request. If you have a request, please let me know or note it in your form.

Check in at the hotel is not until 4:00 pm. So if you arrive earlier and try to check in and they have your room ready, then good for you. But if they do not have your room ready, do not pester the front desk staff. Anyone who harasses, bullies, intimidates, or raises their voice at any hotel staff will be dismissed from the tournament immediately. The hotel will store your luggage until your room is ready.

Be patient, store your bags, go to the grocery store, find something to eat, amuse yourself, but do not bother the front desk staff. Most rooms are pre-assigned and because we have so many rooms, the staff does not have much ability to make changes (or get your room cleaned) any quicker. If you are not happy, I have other referees who would love to take your place.

HOUSING POLICY

All AAU paid for housing will begin on the day prior to your first day of officiating and will end with checkout on the last night of your assigned tournament date. If you live more than 2 hours from Orlando or use airline transportation to get to Orlando, you can stay on the finals night at no charge and check out the following morning. If you want to stay later, you must make your own housing arrangements. The AAU rate for additional nights is \$90 per night, plus tax and is available 3 days after the end of the event. You can make your own arrangements for extra nights by [using this link](#). This link is only for reservations outside of your planned participation dates.

The hotel complex is sold out on June 11 and 12. If you are planning to arrive a day or so earlier than your AAU hotel will be available, I am making alternative arrangements for another hotel. I will send details soon.

This hotel property does not have the larger family rooms that were previously available. IF, I have enough rooms available, I can make arrangements for single rooms. Payment for single/family rooms will be deducted from your final pay. At official's check-in, you will receive a document noting the amount that will be deducted from your payment. Referees who request a single room or bring their spouse and will use a king room will be billed at \$50 per night. Referees requesting a single room with double beds will be billed at \$60 per night.

GROCERIES/FOOD

There are a couple of grocery stores not too far from the Village. The closest stores are Publix (8145 Vineland, store #812) and Target. Winn Dixie (Shoppes of Lake Ave #2215) used to offer free online ordering and delivery. Walmart also delivers. You can also take an Uber or ask another referee for a ride. The Village also offers transportation to the Vineland Premium Outlets, where Publix/Target are located.

No food is provided during the tournament, but you are welcome to bring your own. You can bring a portable cooler. You should bring ice from the hotel for your cooler each day. Bring all the snacks/food you want, but you should be somewhat discreet about it. Put it in a gym bag or backpack. All food, including sodas that you bring, needs to stay in the officials' lounge.

There will be a microwave and Keurig coffeemaker located in the N322 office AND in the South officials lounge. No popcorn can be microwaved. Some Keurig coffee pods will be provided, but if you want your own special kind, you should bring it. Also, bring your own coffee cup. None will be provided.

There are numerous restaurants within walking distance of the hotel, in addition to a food court on the hotel property.

TRANSPORTATION FROM AIRPORT TO HOTEL

If you have not already made your travel arrangements, you should do so quickly as possible. Once you are accepted in AES, you are approved to make your travel arrangements.

Transportation is NOT provided from the airport to the hotel. There are many transportation options from the airport to the hotel. You can find options on the Orlando airport website at orlandoairport.net.

A couple of local referees have offered to pick up travelers from the airport and take you to the hotel for a fee of \$20 (cash or Zelle app) from June 10 until **6 pm on Tuesday June 13**. Text them well in advance to reserve your spot. They are doing this as a courtesy and are not affiliated with AAU or any transportation service.

Felix Sepulveda – 407-988-8701

Fernando Ortiz – 787-564-3148

Jaime Gonzalez – 787-356-0787 (June 13 only)

HOTEL ATTENDANCE DATES and ROOMMATES

A report will be posted soon on omnevb.net with the dates of each registered referee's hotel dates. If you do not currently have a roommate or if the roommate you initially chose is not working the same dates as you, you can choose another roommate that matches your same dates of attendance (and let me know). I need to send all rooms and roommates to the hotel by Monday May 9, so you need to complete the form and make a choice soon. Otherwise, I can choose an appropriate roommate according to your arrival and departure dates and other factors.

If you are assigned a roommate you've never met before nor roomed with before, make sure you read the 'How to Be a Good Roommate' document posted on omnevb.net. You should contact your roommate in advance.

****NEW** - OFF-SITE HOTEL OPTIONS**

There is a strong possibility that we might not have enough hotel rooms at the Marriott Village on certain nights. I have some other hotel options, if anyone would be interested in being at a different hotel. The only caveat is you would be on your own for transportation to the convention center. There are no options provided by the tournament for transportation from your alternate hotel to the convention center (unless you used the bus from the current hotel). Possibly there are some condos available, if you have a larger group of friends that you want to be with. If you are interested in being off-site, check that option on the reply form. At this time, I cannot guarantee there will be off-site hotel options.

It does not matter which hotel you are assigned, you will be required to give a credit card at check-in. Your room charges are covered, but you are responsible for any incidental charges. If you experience any hotel issues, you must contact the general AAU officials office phone (531-772-3340) as soon as possible.

PLAYING SITES

The main playing site will be the Orange County Convention Center –

1. North A/B (9400 Universal Blvd) and South A/B (9899 International Drive) Halls
2. Disney ESPN Wide World of Sports – 700 S Victory Way (State Farm Fieldhouse and VISA Athletic Center) – only used on the finals day.
3. West Concourse (9800 International Drive) (specific halls will be noted later)

PRE-TOURNAMENT MEETINGS (all meetings held at OCCC room N320)

TU June 13 – 2:00 pm	R2 Clinic (optional) Reviews important R2 duties EVERYONE WELCOME
TU June 13 – 3:30 pm	Advancement Clinic Reviews information on what is expected for the next level of certification EVERYONE WELCOME (optional)
TU June 13 – 5:30 pm	First Time Attendees (not mandatory, reviews tournament logistics) Meet at the hotel to get on the 5 pm bus or meet at OCCC at N322 at 5:30 pm for a walk through of tournament procedures, etc.
TU June 13 – 7:00 pm	All Referees (requested attendance)
TU June 14 – 8:00 pm	Puerto Rican and foreign guest referees (requested mandatory attendance)

SA June 17 – 7:00 pm	Advancement clinic (repeat of June 13 clinic) (OCCC room N320)
WE June 21 – 7:00 pm	Advancement clinic (repeat of June 13 clinic) (OCCC room N320)
FR June 30 – 8:00 pm	MANDATORY meeting – all referees working boys session (mandatory, even if you have been working)

There will be a pdf PowerPoint presentation sent out the week prior to June 13 for ALL referees to view.

OFFICIALS REGISTRATION

In addition to checking into the hotel, all officials need to register as an official on the day prior to the start of your first session. **ALL Officials Registration for the first session will be at the convention center in room N330.** The first day of officials registration will be on Tuesday June 13 from 10:00 am to 7:00 pm. There will be a bus that runs from the hotel to the convention center on Tuesday June 13. The bus will leave the hotel at the top of the hour, starting at 10:00 am and will depart from the convention center back to the hotel on the half-hour. The bus will run from 10:00 am to 9:00 pm.

If you are unable to arrive in time to complete officials' check-in, you will have to come early the next morning to the convention center. If you do not arrive in time for check-in, you should text the AAU office phone number (531-772-3340) upon your arrival into Orlando, so we know that you have arrived and will be ready to work the next morning. You should arrive at the convention center the next morning no later than 7:30 am.

Check-in for subsequent sessions will be held at the Officials office (N322) at the convention center on the day prior to the start of each session from 10:00 am to 5:00 pm. You only need to register once.

Registration for the boys session will be on Friday June 30 will be from 6:00 pm to 7:30 pm. **There will be a mandatory meeting for ALL referees working the boys session on Friday June 30, starting at 8:00 pm.**

At Officials Registration, referees will be given a VIK (value in kind) package which will include an AAU polo shirt, an AAU t-shirt and an AAU jacket. The 2 shirts, along with other shirts (that you must provide) will be worn on some days as the uniform shirt. The shirts you should bring should be the certified officials gray, blue or white polo. If you do not have any of the certified officials shirts, you can wear a plain white polo that does not have ANY logos.

TRANSPORTATION from the HOTEL to the CONVENTION CENTER

The officials offices are in the north halls (rm N322). We have our own bus system to get referees from the hotel to the convention center. A schedule will be posted later regarding departure times, etc.

There is a specific area at the hotel where the buses will load. It is located between the Courtyard and the Fairfield just beyond the food court. The buses take about 30-45 minutes to make one round trip.

A bus will run continuously throughout the day. So if you only work ½ day, there will be transportation for you. In the morning, there will be two buses from 6:00 am to 10:00 am. The first bus leaves at 6:00 am with an additional bus leaving at 6:30 am. Starting at 10:00 am, the bus will leave the hotel at the top of the hour and then will leave the convention center at the ½ hour, running continuously until 10:00 pm. If you are still at the convention center after 10:00 pm, the staff will take you back to the hotel.

Courts are being added at ESPN for all of the girls sessions. A bus will run from the hotel to ESPN from 6:00 am until 10:00 am each day and again in the evening from 6:00 pm to 10:00 pm. If you are still at ESPN after 10:00 pm, the staff will take you back to the hotel.

On Finals days, there will be a separate bus that runs continuously from the hotel to ESPN Wide World of Sports and back from 6:00 am to 10:00 pm. If you are scheduled to work at both facilities, you can ride the convention center bus back to the hotel and then get on the ESPN bus.

Individuals who want to drive to the convention center can receive a parking pass if you have a full car. Some cars need/want riders in the morning. You can ride with an individual if you want.

1. There are only 50 parking passes available per day. If you choose to drive yourself and do not have a parking pass, there is no reimbursement of parking fees.
2. Parking passes are handed out starting at 6:15 am. Parking passes are usually gone by 7:15 am.
3. If you are planning to drive your personal car, further instructions will be given later regarding the pick-up of parking passes.
4. If you are at an off-site hotel or live locally, you will be given enough parking passes to get you through the entire time you are in attendance.

Parking is free at ESPN for anyone who has a car, but you will need an ESPN parking pass.

Parking passes are a privilege for referees ONLY. Anyone who shares, gives or sells a parking pass to a non-referee will be immediately dismissed from the tournament.

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.

SHIRTS and VIK

Sizes are not guaranteed, but we try to make sure you get what you requested. If you want a different size, you can exchange an unworn shirt or jacket after noon on the first day of play in the office – N322.

REFEREE MATCH PAY

Regional/Provisional and non-certified referees will receive \$36 match pay. National/Junior Nationals will be paid \$40.

SHIRT of the DAY SCHEDULE

A specific shirt of the day will be designated as soon as I know what color this year's shirts will be.

Any **AAU** outerwear can be worn in the facility when not working. But the **ONLY** acceptable outerwear that **can be worn on the stand** is this year's new AAU jacket. Do **NOT** wear other organizations (USAV, JVA, etc) clothing in the facility.

The rest of the required uniform is navy dress pants with a navy or black belt, ALL white athletic shoes and all white socks. No shorts are allowed to be worn by the referees.

OFFICIALS' LOUNGE at OCCC

There is an officials lounge at each site. You can leave your food and other items in the room.

1. The officials' lounge at OCCC North will be on the third floor in room N320.
2. The officials' lounge at OCCC South will be room S310.

CONFLICTS and SCHEDULE CHANGES

If you know of a time conflict (church, etc) prior to arriving at the tournament, complete a [Schedule Change request form](#). The form is also available on omnevb.net.

If you encounter a time conflict after arriving at the tournament, you must use the online [Schedule Change Request form](#) that is only available on omnevb.net. If you have trouble completing the online form, stop in the office – N322 and there is a computer for you to use. There are **NO** paper copies of the change request form.

If you have a hotel issue or need clothing exchanged, use the [Hotel/Clothing Change Request form](#).

DON'T FORGET TO BRING:

As you pack for this event, it's wise to bring a few things that you wouldn't normally bring.

- Umbrella (it rains almost every day in Orlando in the summer)
- A small portable cooler (to bring your lunch if you want)
- Line Judge Flags

Line Judge flags are NOT provided by the tournament, so if you own flags, please bring them.

Starting on **Saturday June 10**, there will be general phone numbers to reach the tournament Officials' staff. Use this number **531-772-3340** to contact a member of the officials' office staff. The tournament phone is available for use from 5 am to 11 pm. Put this number in your phone as – AAU Officials Office.

All schedule/assigning issues or emergencies should be texted to the assigning phone – 830-444-6069. Put this number in your phone as AAU Assigning.

Always include your name in your message.

During the tournament, there will be a phone number posted for each tournament desk. The desk referee will then contact the appropriate person to handle your issue. You should call/text regarding equipment issues, if you need a lead ref to come to your court, etc. Make sure to include your name and/or your court number.

DO NOT CONTACT LEAD REFEREES OR OTHER STAFF MEMBERS ON THEIR PERSONAL PHONES.

ZERO TOLERANCE POLICY

The 2023 AAU tournament will strictly enforce a ZERO TOLERANCE policy regarding inappropriate behavior towards referees. A copy of the policy will be sent soon. All coaches, players and ticket buyers at the event will be given a copy of the policy.