

# Summary of Officials, Schedules & JLA

Created on January 04, 2026 by [Summary AI](#)

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## Action Items

### **Josh** Set up Arbiter permissions & build rating sheet

Configure Arbiter permissions for administrators (Malcolm, Josh, Harry, Sheila, Eve), expand roles as discussed, and build the Flag (and Tackle) rating sheets for playoffs booking.

### **Nelson** Collect schedules & coordinate bookings

Continue collecting team schedules (aim to add another ~50%), email coaches, CC Harry and Sheila, and start booking games once registrations/clearances are in; coordinate JV additions and middle school payment details with Malcolm, Josh and Harry.

### **Speaker A** Manage minutes & communications

Ensure minutes get transcribed and returned to the board within 48 hours, redact names as required, circulate for email approval, and triage incoming questions to Nelson, Josh, Harry and Sheila as appropriate.

### **Sheila** Publish JLA info on website

Post JLA information and guidance to the website for new officials and those needing to renew so people can start taking care of their JLA/business now.

## Overview

- ❖ **Action required:** get registrations, clearances and bookings completed before mid-January to enable scheduling.
- ❖ **Registration & fees:** Flag registration set at **\$45**, association dues referenced **\$125**; officials' pay and raises discussed (**\$5–\$11** options).
- ❖ **Officials roster:** current counts reported around **139–174** (some system duplicates); Arbiter nearing capacity— cleanup required.
- ❖ **Background / JLA:** JLA applies to sex-offender/child registration issues; Polk County denied clearance for at least one official— board review needed.
- ❖ **Process & timeline:** Finalize policies, signings and registrations; **minutes turnaround = 48 hours** for transcribing and posting for board review.

## Opening, agenda & acceptance

- ❖ New Year greeting delivered; attendance confirmed.
- ❖ Agenda had been emailed; no corrections or add-ons reported.
- ❖ Agenda items: opening; Nelson booking; recap of **2025**; Girls Flag policy/procedures; committee reports; meeting dates; website updates (flag dues/fines); new board polo shirts.
- ❖ Motion to accept agenda passed— moved by Terry; seconded by Virgil.
- ❖ Flag scheduling update: **20%** of schedules submitted; email sent to coaches.

## Flag schedules, timelines & payments

- ❖ Motion to accept agenda passed unanimously (motion by Terry; second by Virgil).
- ❖ Flag schedules **20–25%** submitted; target additional **~50%** by Monday/this week; coaches emailing questions for this season.
- ❖ JV division added to Flag; one JV team pending; Bartow Middle School instructed to assemble team.
- ❖ Season timeline: starts **Feb 16**; majority of games on Tuesdays/Thursdays; season ends around **second week of April**.
- ❖ Administration and payments: recommend first payment at mid-season (first **3–4 weeks**) and final at season end; postpone tackle middle-school payment discussions **1–2 months** due to Pasco County AD change; responses will CC president, vice president, secretary, treasurer; follow-up with Malcolm, Josh, and Harry.

## Arbiter setup & officials onboarding

- ❖ Malcolm is now **Arbiter** administrator; **Malcolm, Harry, Sheila, Eve** and others will receive expanded Arbiter permissions.
- ❖ Arbiter user counts approached capacity: records showed **168/170** max, another count **139**(previously **124**); many secondary/inactive accounts require removal to avoid limit breaches.
- ❖ New officials can be registered during meetings and receive immediate welcome emails; administrators will decide who manages onboarding (Malcolm or others).

- ❖ One official, was denied eligibility in **Polk County** for the regular season but registered for FLAG; board must verify his **JLA** approval in **Lakeland** or pursue alternatives due to different county clearance depths.
- ❖ Funds for one case were received quickly: funds appeared in account **Monday** and transferred to bank **Tuesday**.

## **Background checks, JLA & Polk County case**

- ❖ One official has registered for FLAG; **Polk County** previously denied him due to serious charges; board to review with Malcolm, Josh, Harry, and full board.
- ❖ **JLA** denotes sex-offender failure-to-register cases; domestic-violence charges do not constitute JLA.
- ❖ Polk County sent a formal denial; clearance in another county (e.g., Hillsborough) may not automatically override Polk County's decision.
- ❖ Some members asserted statewide clearance applies once cleared; others noted state investigations deepened and HR processed inconsistently last season.
- ❖ Officials must obtain and present valid badges; board will not perform clearances but will refer officials to Harry/Sheila; **JLA information** will be posted in **January** for early compliance.

## **Minutes, communications & policies**

- ❖ Acknowledge public inquiries; if no immediate answer, state intent to obtain information and use the group text or email to escalate unresolved questions.
- ❖ Transcribe and email meeting minutes to the full board within **48 hours** for review; minutes must be approved before posting to the website.
- ❖ Approve minutes either before leaving the meeting or at the next meeting; website posting is allowed only after approval. Direct booking questions to Nelson; escalate unresolved booking issues to Josh and Sheila (finances) for joint coordination.
- ❖ Report official/site/administration complaints to Speaker\_03 and Malcolm for investigation; avoid multiple board members independently contacting involved officials.