

1. PURPOSE

The purpose of the Assigning Policy is to ensure a consistent approach to the delivery of assignments to officials within the EBOA and to ensure each official understands the expectations that go along with each assignment.

2. SCOPE

The Assigning Policy will incorporate parameters for all Assignors and Officials.

3. BACKGROUND

The EBOA Executive contracts individuals to assign basketball officials to all EBOA sanctioned games. While the EBOA has had general guidelines for assigning in the past, this document aims to clarify and publish all applicable guidelines and expectations.

The EBOA will make use of web-based assigning software.

4. DEFINITIONS

ArbiterSports.com- The Arbiter is web-based assigning tool used by the EBOA assignors to manage game assignments. New officials who register will have an account created by the Director of Assigning. It is then up to the official to manage their account by inputting their availability into the system, updating their contact information as needed and accepting or declining assignments.

Director of Assigning - Responsibilities include:

- Determining the structure for assigning games in the Greater Edmonton region;
- Recruiting, recommending for appointment and overseeing EBOA Assignor(s) as required;
- Maintaining account and licenses for assigning tool;
- Evaluating the performance of Assignors;
- Forming assigning committees as required.

Assignor - Is the individual responsible for assigning games within the EBOA and during the season, he or she specifically assigns games and tournaments for high schools as well as Edmonton Basketball

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Association (EBA), St. Albert Men's League (STAM), University of Alberta Intramurals, and various Spring & Summer Leagues, and Tournaments.

Assistant Assignor - Is the individual responsible for assisting the Assignor with his or her duties. During the season, this individual is responsible for assigning Jr. High School games and tournaments and Edmonton Youth Basketball Association (EYBA) Spring League games and tournaments.

Community League Assignor - Is the individual responsible during the season for assigning community EYBA games and tournaments. Assignment expectations are set at annual community clinics.

Assignments – all members of the EBOA will be assigned games at their respective assigned NOCP levels based from the previous year. At the beginning of a new season, all novice officials will receive community league and junior high games. Only the Director of Development can promote your NOCP level of officiating.

5. BYLAW REFERENCE

The EBOA Bylaws section 6.9.6 addresses the role of the Director of Assigning.

6. POLICY

The ultimate goal of the Assignor is to place the best official in each game according to ability, availability, service to the Association, and needs of the Client.

Article 1 - General

- 1.01 All games will be assigned using web-based software.
- 1.02 All games, once accepted are the responsibility of that official. If an official cannot complete an assignment for any reason, the Assignor must be notified either to authorize a replacement found by the original official or to assist in finding a replacement for the game.
- 1.03 Officials may not swap assignments without prior authorization from the Assignor.
- 1.04 The self-assign function will only be used to assign games for:
 - a) Junior Varsity High School;
 - b) EBA Men's League Division 9 and above;
 - c) EBA Women's League Division 5 and above;
 - d) Junior High School.

- 1.05 Where possible the Assignors will endeavour to not use Self-Assign for both positions for the same game (i.e. the Referee or Umpire will be assigned directly).
- 1.06 While Self-Assign may be used from time to time, it is still the responsibility of the Assignors to monitor these assignments and make changes if the Assignor deems it necessary.

Article 2 – Daily Limitations

- 2.01 No official shall work more than four (4) games on the same calendar day.
- 2.02 No official shall work more than two (2) games on the same calendar day without a one (1) game break after those two (2) games prior to any other assignments.
- 2.03 No official shall work an assignment prior to a Varsity High School semi-final or final tournament game assignment.
- 2.04 No official shall work an assignment prior to a Jr. High School final tournament game assignment.
- 2.05 No official shall work an assignment prior to a regular or playoff season Premiere Varsity High School game assignment.
- 2.06 No official shall work an assignment prior to an ACAC or CIS game assignment.
- 2.07 The Assignors have limited discretion, based on available Officials to meet the current demand. This will be kept to a minimum and requires the approval of the Director of Assigning.

Article 3 – Accepting Assignments

- 3.01 Officials are not to accept assignments from outside groups, organization or schools without the prior written consent of the Director of Assigning.
- 3.02 Remove themselves from any assignment where they would be perceived to be in a conflict of interest.
- 3.03 Officials are not to accept assignments that could be perceived (real or otherwise) as conflicts of interest.
- 3.04 Officials are expected to contact their partner by phone or by email 24-hours prior to every game to confirm game, time, location, and arrival.

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Article 4 – Fines and Penalties

- 4.01 An Official failing to show-up for an assignment, will be assessed a fine equal to double the game fee.
- 4.02 An Official missing a quarter due to lateness (where a partner works solo) will have the game fee reduced for each missed quarter. The fine will go directly to the official working solo.

Article 5 – Game Fees

- 5.01 EBOA game fees are set annually by the Executive and are posted on the website.
- 5.02 The EBOA strives to have a minimum of two (2) officials for every game. On the rare occasion that only one (1) official is assigned to a particular game, the official will be paid 1.5 times the regular game fee.
- 5.03 If an official no-shows, the partner working the game solo is entitled to 1.5 times the regular game fee, provided that he or she has done both of the following:
 - a) Confirmed the assignment with his or her partner prior to the game.
 - b) Called the Assignor prior to the opening toss.

Article 6 – Game Day Responsibilities

- 6.01 Officials shall prepare physically and mentally, dress neatly, and appropriately, and comport themselves in a manner consistent with the high standards of the vocation. Uniforms shall be clean and in good condition; shoes clean, shined and in good condition. Jewellery shall not be worn except for medical reasons.
- 6.02 The use of alcoholic beverages and/or controlled substances on the day of a game prior to that game is absolutely forbidden. Officials are reminded that Edmonton and areas schools are tobacco free (smoking and chewing).
- 6.03 Officials are required to be on-site preferably 20-minutes prior to game time and no later than 10-minutes prior to game time.
- 6.04 Parking at the game site is the responsibility of each official.

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- 6.05 Officials must conduct and actively participate in a pre-game meeting prior to each game. Clearly discussing potential problems will allow both partners to react appropriately should something out of sorts arise during the game.
- 6.06 Officials will never “shoot around” before the game or during intervals of play.
- 6.07 It is very important that officials follow the proper procedures after disqualifying a player or coach (or any other event of significance). At the game site, report the incident on the back of the score sheet, or attach a sheet of paper to the score sheet. Report the Incident, by email within 24 hours, to the Director of Discipline & Mediation. Be prepared to give a detailed report, including the name of the Teams and the name & number of the player(s) involved.
- 6.08 Officials must conduct and actively participate in a post-game meeting after to each game.

7. PROCEDURE

All EBOA members are responsible for adhering to the Assigning Policy outlined in this document. Those members who contravene this document will be subject to disciplinary action as outlined in the EBOA Bylaws.