

**CENTRAL MAINE BOARD #20  
ASSIGNMENT SYSTEM GUIDELINES**

**A. GENERAL PRINCIPLES**

1. Boys and girls regular season varsity and sub-varsity basketball games in the Board Service Area (Franklin, Kennebec, Lincoln, and Somerset Counties) that are to be officiated by Board 20 members must be done on the assignment basis only. Schools in the Board 20 service area must have their complete schedule of home varsity and sub-varsity games assigned in order to have Board 20 Officials for their games. No partial schedules will be accepted from schools in our primary area.
2. Schools outside Board 20 may turn games into the Assignor if they would like to have some games assigned or they may hire Board 20 Officials after Board 20 Officials receive their assignment dates (November 15).
3. Officials of Board 20 may not accept games prior to November 15th other than post secondary games. Dual members must comply with all Board 20 regulations.

**B. GUIDELINES**

1. An Official shall not be assigned more than six (6) varsity games (3 boys, 3 girls) for any one school except in emergency situations. An effort will be made to avoid having an Official work back-to-back games with the same team. A board member may be allowed to work (4) regularly scheduled high school varsity boy's home games or four (4) regularly scheduled high school varsity girl's home games at any one high school during the regular season if one or more of the games is a 3-person assignment.
2. Officials will be allowed to refuse to work for certain schools at home or away. Any official refusing to work a school must notify the Assignor on their preseason availability materials.
3. An official shall be assigned no more than one varsity game per session except in emergency situations. Exceptions to this are granted for Forest Hills, North Haven, Rangeley and Vinalhaven. Sessions are defined as mornings (6:00 AM-12:00PM), afternoons (12:00 PM-.6:00 PM), evenings (6:00 PM-12:00 PM).
4. Officials rating levels and assignments will be based on the following guidelines:

<b>LEVEL 1</b>		
Rating Number	Description	Minimum # Games
1-30	All Varsity	25
<b>LEVEL 2</b>		
31-50	Combination Varsity Sub-Varsity	22
<b>LEVEL 3</b>		
51-70	Primarily Sub-Varsity Varsity If Needed	18
<b>LEVEL 4</b>		
71+	Sub-Varsity Except In Emergencies	15

**C. THE ASSIGNOR**

1. The Board will use a one-person assignment system for all high school games.
2. The Assignor must be an active member of Board 20 and will not be permitted to accept games.

3. The Assignor cannot be an active coach or athletic director.
4. The Assignor will be appointed on a biannual basis from applications submitted to the Executive Committee and be recommended by the Executive Committee at the annual meeting for Board approval.
5. The Assignor will maintain a file on each member, such a list open to the Executive Committee and to the Official upon request.
6. The Assignor 's fee will be an amount determined and paid by the Board.
7. The Assignor may be replaced by the Executive Committee with due process afforded him/her.

#### **D. OFFICIALS**

1. Officials who violate any part of these guidelines shall be subject to fines up to one varsity game fee and/or suspension of up to one calendar year.
2. Any Official who fails to fulfill an assignment (except for illness or emergency cases) may be suspended and/or fined.
3. Any Official who turns back a game must notify the Assignor immediately. Acceptable reasons for turn backs without point deductions on the rating system may include but are not limited to: injury, illness, work, educational commitments, family emergencies, college assignments, high school tournament assignments. Any point deductions on an Officials Rating will be determined by the Executive Committee at the end of the season.
4. No active IAABO Board #20 official will be permitted to assign any high school games for any school serviced by Board #20 from November 1 to March 15. An official who assigns games for another Board and is also a member of IAABO Board #20 may not be assigned games by the Board #20 assignor at any school that utilizes the assignment services of the aforementioned official.
5. Availability:
  - a. The Official's schedule form of available/unavailable dates must be completed, signed by the Official and sent to the Assignor by the Annual Meeting of each year. Any dates that the Official can't work after the Annual Meeting must be made known to the Assignor as soon as possible. Failure of the Official to keep the Assignor up-to-date on available/unavailable dates may result in fines or suspension. Failure to turn in a schedule of available/unavailable dates by the Annual Meeting could result in fewer assignments. An Official who intentionally falsifies the schedule of available/unavailable dates shall be suspended for one calendar year.
  - b. Officials are allowed to block 5 dates (no reason required) on their preseason availability forms (due by the Annual Meeting). Additional blocked dates due to work, educational commitments or college assignments are to be accepted without penalty to the official's rating. Written explanations are required.
  - c. Once an official receives his/her final schedule (November 15th) he/she may block additional dates without penalty.
  - d. Officials are allowed to designate how many days per week they wish to work games. Officials may refuse assignments without penalty if requested to work a

game in excess of the days per week limit set by the official.

6. Failure to turn in availability forms by the Annual Meeting will result in loss of cooperation points or a fine.
7. Accepting regular season high school games before receiving assignment from the Board 20 assignor will result in the loss of all assignments for that season and possible suspension by the Executive Committee

#### **E. PRE-ASSIGNMENT PROCEDURES**

1. The secretary will send an up-to-date listing of all active Board 20 members to all schools in the Board 20 area and any other school that indicates that they want to become involved in the assigning of games. The secretary will also send at this time, a form to be used to list the home games to be assigned. This material must be sent to the schools no later than April 1 of each year and must be returned to the Assignor no later than April 15.
2. All schools serviced by Board #20 may submit a request that a Board member not be assigned games at that school. The request must be submitted in writing and will be reviewed by the Assignor and Vice President. Once reviewed, the Assignor will communicate back to the school as to the decision on the request.
3. Schools will send their completed home schedule to be assigned and the assignment fee to the Board secretary no later than April 15. Schools that have difficulty in payment due to fiscal constraints must notify the secretary in writing.
4. The secretary will make available to all board members an information sheet, available/unavailable forms and rating forms no later than February 1.
5. The Assignor will send out a working draft of each official's schedule no later than September 1, which must be returned within fifteen days. Final schedules will be sent out no later than November 15.

#### **F. ASSIGNMENT PROCEDURES**

1. The Assignor will start working on the actual assignment of games after the schools turn in their schedule of games for the entire season and after the officials turn in their assignment forms. All materials are due no later than the Annual Meeting of each year.
2. All games will be assigned by computer using the Board's rating system and the schools active official's list of each team involved in each game. The assignor shall use discretion in adjusting individual assignments to ensure the appropriateness of each individual's schedule.
3. The Assignor will send each official a tabulated result showing the official's board rating.

#### **G. SERVICE CHARGE FOR ASSIGNMENTS**

1. Schools will be charged a flat fee for each team schedule.
2. The total service charge is due April 15 of each year. No assignments will be made without payment unless prior arrangements have been made.
3. Each official will be paid the MPA game fee. Officials should be paid before going on the floor to officiate.
4. Schools will pay only one (1) mileage when Officials are traveling from the same general direction at the rate set by the MPA contract. Officials are expected to travel together when coming from the same general direction.

## H. MISCELLANEOUS

1. ***Postponement Procedures:*** In case of postponed games, the Assignor will assign the original Officials to the make-up date, provided that the Officials are not already working a game of the same level (varsity vs. sub-varsity) on the scheduled make-up date. If the game is postponed, the schools must notify the Officials of the postponement and check with the Officials at that time to see if they are available for the make-up date. If the Officials are not available, the school should notify the Assignor and he/she will make the necessary adjustments. The Assignor will contact the schools and the “new Officials” involved of the new assignment. Schools must notify the Assignor regardless in order to keep accurate updated files of Officials.
2. If a last minute illness or emergency forces an Official to not be able to make an assigned game, the Official must contact the Assignor as soon as possible for a replacement. If the Official is unable to contact the Assignor, he must contact the school. The school has the right to waive the restriction on assigning games on their own and try to find an acceptable IAABO member from any Board to work the game. An Official can accept a game in these circumstances without penalty but must notify the Assignor as soon as possible.
3. ***Failure of an Assigned Official to Arrive by Game Time:*** In this situation, it will be impossible in most instances for the school to contact the Assignor in time to get another replacement. In this case, the schools may automatically waive the assignment restriction and try to find an acceptable IAABO member from any Board to work the game. The Official that could not make the game must pay the school the amount of assignment fee for one game and may be subject to a fine or suspension by the Executive Committee.
4. Officials should keep their assignments confidential.

### ASSIGNMENT SYSTEM TIMETABLE

February 1	Schedule forms sent out to schools.
Annual Meeting	Official’s rating forms returned to Assignor.
April 15	Home game schedule forms returned to Assignor.
June 1	Official’s board rating issued.
September 1	Official’s draft schedule issued.
Fifteen days after receipt	Official’s draft schedule returned to assignor.
November 15	Final assignments issued to officials.
November 20	Final assignments issued to schools.