

**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 must follow the Maine Basketball Council's policy if they would like to have some or all games assigned by Board 20. Schools outside of Board 20 that already participate in the Board 20's assignment procedure are grandfathered from the council policy.
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 in their preseason availability materials or make the appropriate block in the Arbiter system.
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 - 12:00P.M.), afternoons (12:00 P.M.- 6:00 P.M.), evenings (6:00 P.M - 12:00 P.M.).
4. Officials rating levels and assignments will be based on the following guidelines:

Rating Number	Description
	LEVEL 1
01-30	All Varsity
	LEVEL 2
31-50	Combination Varsity Sub-Varsity
	LEVEL 3
51-70	Primarily Sub-Varsity Varsity If Needed
	LEVEL 4
71+	Sub-Varsity Except In Emergencies
	LEVEL 5
	Official Not in Good Standing Last officials to be assigned games
	See I Below

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. 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. An Official who intentionally falsifies the schedule of available/unavailable dates shall be suspended for one calendar year.
 - b. 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 keep availability current in the Arbiter assignment system may result in loss of cooperation points or a fine.
- 7 Accepting regular season high school games before receiving assignments from the Board 20 assignor will resulting 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.

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
2. All games will be assigned 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. Assignor's accountability: The Assignor after receiving the schools Active Officials List, will send to the Officials a tabulated result showing the Board rating and the information from the Active Officials List.

G. SERVICE CHARGE FOR ASSIGNMENTS

1. Schools will pay a flat fee for each team schedule as set by the Executive Board.
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 to avoid any undue concerns from fellow Officials and/or coaches.

I. OFFICIAL NOT IN GOOD STANDING

Grounds for an official being dropped to active official NOT in good standing shall be as follows

1. Missing more than ten (10) questions on the Fall exam for three (3) consecutive years or missing more than 15 in any one year. To be reinstated to good standing, official must pass the next year's exam. (7 or less wrong)
2. Accepting high school games prior to November 15 or the issuance of the final assignments, whichever comes first.
3. Failing to inform the board secretary in writing that the official will not be able to attend a board-wide meeting two (2) consecutive years.
4. Failing to provide the assignor with blocked dates if unable to accept assignments two (2) times in two (2) consecutive years.
5. Failing to pay yearly dues and assessments on or before the annual meeting without prior notification of the board secretary. (Does not apply to first year officials)
6. Failing to have all materials to the assignor/rater on time for two (2) consecutive years.
7. Unethical behavior on part of an official
8. Failure to arrive at a school in time for a game, without exception granted by the Executive Committee two (2) instances in two (2) consecutive years. The board secretary must be notified, by the official, in writing, no more than five (5) days following the game in question.

Failing under any of the criteria above will cause a board member to be dropped to an active member "not in good standing" status. An active member not in good standing shall be eligible to be part of the assignment system; however; those officials shall be classified as an L-5 for the following season and will be the last officials assigned games behind new official who pass the exam in November. A member not in good standing is not eligible to be a dual member with any other IAABO board in accordance with the national IAABO Constitution.

ASSIGNMENT SYSTEM TIMETABLE

April 1	Schedule forms sent out to schools.
Annual Meeting	Official's ratings must be completed
April 15	Home game schedule forms returned to Board Assignor
June 1	Official's Board rating sent out
November 15	Official's final assignment schedule sent out
November 20	School's final assignment sheets sent out