

**Central Maine Board #20**  
**Assignment System Guidelines**  
**Approved 1/7/18**  
Reviewed September 17, 2019

**I. General Principles**

1. Boys and girls regular season varsity and sub-varsity games in the Board service area (Franklin, Kennebec, Lincoln and Somerset counties) that are to be officiated by Board #20 officials must be done on the assignment basis only.
2. 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.
3. Schools outside Board #20 service area 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 service area that already participates in the Board #20's assignment procedure is grandfathered from the council policy.
4. Board #20 officials may not accept games prior to November 15 (or until schedules are released) other than postsecondary games.
5. Dual members must comply with Board #20 Constitution, By-laws and assignment guidelines.

**II. Guidelines**

1. An official shall not be assigned more than six (6) regular season games (3 boys, 3 girls) for any one school, except in an emergency situation and approved by Board Vice President.
2. An effort will be made to ensure that there is a 14-day separation time from seeing the same varsity team or site. (This requirement does not apply for sub-varsity assignments.)
3. An official may be allowed to work four (4) regularly scheduled high school varsity boys or girls games provided at least one of the games is a three-person assignment. This policy does not apply to Forest Hills, North Haven, Rangeley and Vinalhaven.
4. Officials will be allowed to block out, through Board assignment system, 5 school sites or teams. (This could impact total number of assignments an official receives during the season)
5. Officials may also block out, via Arbiter, up to three (3) fellow officials. (This could impact total assignments the official receives during the season)
6. Officials will not be allowed to work more than one game in a day unless no other officials are qualified to cover that level of assignment are available. (This is determined by officials ranking level as outlined in Guideline II. Section 9). Exception will be made for sub-varsity double-headers, JV/Varsity doubleheaders when needed and Board sponsored training programs.
7. Officials cannot be assigned games at different locations on the same day unless all other officials qualified to cover that level of assignment are unavailable. (This is determined by officials ranking level as outlined in Guideline II. Section 9).
8. An official shall not be assigned more than one regular season varsity assignment per day, except in a case of an emergency. Exceptions are granted for Forest Hills, North Haven, Rangeley, and Vinalhaven.

9. Official rating levels and their respective assignment levels will be based on the following guidelines:

<u>Rating Number</u>	<u>Level</u>	<u>Type of Assignments</u>
1 – 30	1	All Varsity (unless needed for sub-varsity)
31 – 60	2	Combination Varsity/Sub varsity
61 – 80	3	Primarily Sub varsity/ Varsity if Needed
81 and higher	4	Sub Varsity except in Emergencies
Not in good standing	5	Last officials to be assigned games

### **III. Assignor**

1. The Board will have one (1) each primary high school and primary middle school assignor. The Board may utilize the same person to perform both functions.
2. The high school/middle school assignor positions will be selected as prescribed in Appendix A of this document.
3. The high school/middle school assignor may request a secondary assignor to assist him/her. The secondary assignor:
  - Must be active member of Board #20 and cannot be an active basketball coach or athletic director
  - Must be approved by the executive committee at the start of each season
  - If compensated, be paid by the primary assignor
  - Will be relieved of his position at the request of the primary assignor and/or Executive Board action
4. The high school/middle school assignor(s) must be an active member of Board #20 and will be able to work games in the Board #20 service area only (accepting assignments outside the area is not allowed) based on the following criteria:
  - Level of play to be primarily Middle School games but may be used to officiate freshman and/or JV games when all available officials have been assigned.
  - Will work with newer officials, primarily first and second-year officials, to provide constructive feedback and to support their professional development.
  - Assignments will be approved by the Board #20 Vice-President. (Exceptions will be granted in emergency situations that arise and a decision to have a Board #20 official work the game must be made in a timely manner so that the game(s) are covered)
  - The assignor will not be placed in the rating system or assigned Heal Point worthy games.
5. The assignor(s) cannot be an active basketball coach or athletic director.
6. The assignor will be appointed on a biannual basis from applications submitted to the Executive Committee and be recommended at the annual meeting for Board approval.
7. The assignor(s) will negotiate with the Executive Board the terms of the contract utilizing Appendix B of this document.
8. The assignor will maintain a file on each member to ensure proper professional development and growth. A request for a file review may be granted to the Executive Board at any time.
9. The assignor may be replaced by the Executive Board with due process and protection afforded him/her.

#### **IV. Officials**

1. To be eligible for assignments an official must be a board member in good standing as prescribed in the IAABO Board #20 By-Laws.
2. 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 (1) calendar year. Repeat offenders may be subject to more severe penalties.
3. Any official who fails to fulfill an accepted assignment (except for illness, injury, or emergency cases) may be fined and/or suspended.
4. Any official who needs to turn back a game must notify the assignor immediately.
5. Acceptable reasons for turn backs without a point deduction on the rating system may include but are not limited to the following: (Any point deductions on an Official's rating will be determined by the Executive Committee at the end of the season)
  - Injury
  - Illness
  - Work
  - Educational Commitments
  - Family Emergencies
  - College Assignments
  - High School Tournament Assignments
  - Any Action to Enhance the Good of The Board
6. Board #20 officials will not be permitted to assign any high school level games from November 1 to February 20.
7. 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.
8. Availability must be kept current and accurate on the Arbiter. Failure to keep availability current may result in the loss of cooperation points and/or a fine. (Penalty to be assessed by the Executive Committee)
9. An Official who intentionally falsifies his/her schedule of available/unavailable dates shall be suspended for one calendar year.
10. Officials are allowed to designate the number of days per week they wish to work games.
11. Officials may refuse assignments without penalty if requested to work a game in excess of the days per week limit set by the Official.
12. Accepting regular season high school games from other than approved IAABO Board #20 assignor(s) is prohibited and could result in the loss of all assignments and disciplinary action. (Action to be taken by the Executive Committee)

## **V. Pre-Assignment Procedures**

1. The Board Treasurer will send a bill to each serviced school NLT than November 1 of each year. This letter will include:
  - Amount to be charged per schedule
  - A due date
  - Late fee charges
2. Any additional charges based on additional schedules for regular and non-regular season games
3. The Assignor shall:
  - Procure the high school schedules when they become available
  - Inform each school that they have the ability to block up to 2 different officials from working their games. It can be different officials for the boys and girls varsity teams and sub-varsity teams. The schools may enter these blocks directly through the Board assignments system.
  - If a school would like to remove an official from a game that is already assigned, the Assignor in concert with the Board Vice-President will have the authority to act on these requests. In the event this action is taken, the Vice-President will inform the Executive Committee within 24 hours of the action taken.
  - Regardless of the situation, the Vice-President or Assignor will notify the school of the action pertaining to their request.

## **VI. Assignment Procedures**

1. The assignor(s) will utilize an assigning system as determined by the Executive Board.
2. All games will be assigned using the Board's rating system and the Active Official's List of each team involved in each game.
3. The Assignor shall use discretion in adjusting individual assignments to ensure the appropriateness of each individual's schedule.
4. The assignor will meet deadlines as outlined in the contract.

## **VII. Pre-Season and Post-Season Assignments**

1. As they are received at the assignor discretion and/or the direction of the Executive Board.
2. The assignor may utilize the self-assignment procedure up to a maximum of two (2) games per official, per day.

## **VIII. Varsity Assignments**

1. The Assignor must complete all Regular Season Varsity Assignments, for Executive Committee review NLT Nov 1. If an extension is required, the assignor must request an extension from the Vice-President.
2. The Vice-President will have one (1) week to review the assignments
3. The assignor will release all games except the last two (2) weeks of the season to the membership directly after the 1st business meeting.
4. The assignor must release all remaining Varsity assignments NLT Martin Luther King Day. Prior to the release, the assignor must review these assignments with the Vice-President and Interpreter.

## **IX. Sub-Varsity Assignments**

1. The assignor must complete all sub-varsity assignments for Oct – Dec NLT than test night.
2. Complete all remaining sub-varsity assignments NLT Dec 15th.

## **X. Post-Assignment Procedures**

1. The assignor(s) are required to submit a year-end assignment report, as defined in the assigning contract, to the Executive Board and to the general membership at the Annual Meeting.
2. The High School assignor will be the caretaker of the rating system and will receive all pertinent information from the membership.
  - This information to be kept on file for a period of 3 years.
3. The assignor will release the official's ratings NLT April 15 of each year.

## **XI. Service Charge For Assignments**

1. Schools will pay a flat fee for each team as set by the Executive Board.
2. Additional tournaments will be charged a game fee as determined by the Executive Board.
  - Payment of these fees will be set forth in the bill sent by the Board Treasurer.
3. Each official will be paid the MPA game fee for each regular season game.
4. When feasible (and as defined by the MPA agreement) officials will ride together and schools will pay only one (1) mileage fee. Officials are expected to help minimize school mileage costs.

## **XII. Miscellaneous**

1. In the 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 or higher level.
  - As per the MPA agreement, if the game is postponed, the schools shall notify the officials and the assignor of the postponement and any projected 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 school via the Arbiter of the new assignment particulars.
2. If a last-minute illness or emergency situation forces an official to not be able to make their assigned game, the official must contact the assignor immediately for a replacement.
  - If the official is unable to reach the assignor, he/she must contact the school and/or partner.
  - The school has the right to waive the restriction on assigning games by Board #20 and try to find an acceptable IAABO member from any Board to work the game.
  - An official can accept the game without penalty, but must notify the Assignor as soon as possible.
  - An official of an assigned game who fails to arrive prior to game time in a non-emergency situation will be fined the amount of one (1) game fee and may incur a suspension and/or fine as determined by the Executive Board.
  - Schools should use above stated procedure to find a suitable replacement.
3. Officials should keep their assignments confidential to avoid undue concerns from their fellow officials.

## Appendix A

### Procedure for Hiring the Assignor

1. **Purpose:** To delineate/establish a system for the procurement of the Board assignor(s).
2. **Procedure:** The following timeline will serve as a guide to ensure that ample time and resources are allocated to find and secure the best candidate to be a Board #20 assignor. All time line items begin during the final year of the assignor's existing contract.
  - o Solicit possible candidates with an announcement at the 1<sup>st</sup> Business meeting of the year.
  - o Review list of prospective candidates and determine which meet the criteria.
  - o Conduct interviews and determine the best candidate for membership approval prior to completion of the regular season.
  - o Announce to the membership, for their approval, the Executive Board's recommendation at the Annual meeting.
3. **Candidate Responsibilities**
  - o Notify the board secretary in writing of their intent to seek the assignor's position by the established due date.
  - o Submit a resume with qualifications, experiences and why they are seeking the position.
  - o In the resume include any item of interest that might enhance the overall effectiveness of the assignment system and how the change would positively impact official's professional development and assigning efficiency.
4. **President/Secretary Responsibilities**
  - o Provide each prospective candidate with a copy of this document and provide a forum where the candidate's questions can be answered
  - o If appropriate, form a committee to review and interview prospective candidates.
    - If committee is formed, the President should ensure that an accurate cross section of the membership is provided to ensure the best possible candidate is chosen. One Executive member will serve in advisory role to the committee
    - If a committee is formed, the committee chair will advise the Executive Board of the committee's recommendation for discussion and approval/disapproval
    - If approved, then request the approval of the general membership

- If not approved, start the process again
- o Once approved negotiate a contract with the new assignor
- o Recommend appointment of assignor and compensation to the membership for approval
- o Once signed, inform the membership

## Appendix B

### IAABO BOARD #20 HIGH SCHOOL ASSIGNOR CONTRACT 20\_\_ - 20\_\_

IAABO Board #20 (hereinafter “the Board”) and \_\_\_\_\_, (hereinafter “the Assignor”) mutually agree to the following terms and conditions of this contract.

#### I. GENERAL SCHEME

The fundamental purpose of the Assignor is to provide the board with game assignments through an objective, nondiscriminatory and nonpartisan assignment process. The board’s current rating system, official’s availability and geography will be the determining factors in making assignments.

#### II. PAYMENTS

The Assignor will be paid for the season a fee based on an amount equal to \_\_\_\_% of assignment fees from institutions, not including Jr. High or Middle Schools, or a minimum of \$\_\_\_\_\_, includes preseason and holiday tournaments . Assignments will be made utilizing the Board’s assignment system.

In addition to the assignment fee the assignor will be paid an additional amount as follows

- \$5.00/ turn back fee charged and collected from members who have had to turn back games during the season

Payments to the Assignor will be made as follows:

- 100% of fees collected up to \$\_\_\_\_\_ by (date).
- 100% of fees collected up to \$\_\_\_\_\_ on (date).
- 100% of fees collected up to the contractual amount, minimum total to be at least \$\_\_\_\_\_ (including all previous payments) upon release of ratings in March.
- If full funds are not available for any scheduled payment, the board will pay the assignor as soon as funds are received from schools.
- Turn back fees to be paid after the season has ended and as the funds are received

The Assignor will assume all assignment expenses except for software licensing and user fees which will be paid by the Board.

Both parties agree to review the assignor compensation at the end of the first year of this contract and negotiate in good faith any subsequent change in the amount paid for services rendered.

### **III. PAYMENTS FROM SCHOOLS**

All assignment fees from the schools shall be collected by the Treasurer. No official shall be assigned to a school until payment has been received by the Board unless authorized by the Board's Executive Committee. The Assignor shall not request any payments from schools assigned by the Board.

### **IV. ASSIGNOR EXPECTATIONS**

The Assignor shall provide pertinent assignment information to the Executive Committee for review. Such information will include, but is not limited to the following:

1. By Nov 1 provide a master schedule of all games assigned to the Vice President or his designee on the Executive Committee On the day of the first meeting release all assignments that have been approved by the Executive Committee to the general membership.
2. By the annual meeting provide Annual report to the Executive Committee as described in Paragraph V
3. At the Annual meeting provide the general membership with a summary report as described in Paragraph V

### **V. ANNUAL REPORT**

Prior to the Annual meeting the Assignor shall provide an Annual Report to the Executive Committee of Board #20 via email. A summary report will also be given to the membership at the IAABO Board #20 Annual meeting. This report will contain at a minimum:

1. Total number of initial game assignments.
2. Total number of 3-person assignments
3. Total number and level of assignments officiated by the assignor
4. A report of each game turned back with a questionable cause.
5. Total number of games turned down by officials when calendar showed available.
6. The numerical point value for each level within the ratings system and the average number of assigned games for each level.

At times there may be additional requests for information from the Assignor and the Assignor agrees to support those requests to the best of their ability.

### **VI. COMPLAINTS**

The Assignor is answerable only to the Executive Committee of the Board. All written complaints from schools regarding assignment issues shall be immediately forwarded to the Executive Committee, through the President, for resolution.

### **VII. LENGTH OF CONTRACT**

The terms of this agreement shall be from April 1, 20\_\_ through March 31, 20\_\_. If agreed by both parties, this contract may be automatically renewed for three 1-year options. Such agreement is to be made 30 days before the Annual Meeting of IAABO Board 20 each year and to be approved by the general membership at the Annual Meeting.

### **VIII. TERMINATION OF THE CONTRACT**

Either party to this Agreement may terminate said agreement with thirty (30) day notice. Upon expiration or termination of this agreement, final payment to the assignor will be made upon receipt of the Board from the Assignor, all personnel files, software, and any other documents related to the Board 20 assigning process.



## **IX. IAABO DUES**

Board #20 will pay the Assignor's annual IAABO dues or any fees associated with the Board #20 Annual Meeting, whichever is greater.

## **X. RATINGS**

The Assignor shall be responsible for compiling the annual ratings of each member of the Board in accordance with the Board's rating system.

1. By March 15 release peer ratings to board members
2. By March 15 send out initial rating information to all members to verify accuracy of information – Membership to have 1 week to respond to any potential discrepancies (e.g. physicals, camps/clinics, meetings, etc.)
3. By April 15 distribute final rating to all members

## **XI. MONITORING OF IAABO RULES EXAM**

The Assignor, or his designee, shall be responsible for monitoring the annual exam. Members of the Executive Committee and other IAABO Board 20 members who have received prior approval from the President may assist (Proctor). The Assignor shall oversee the correction of the annual exam of all IAABO Board 20 members.

## **XIII. GUIDELINES FOR THE ASSIGNOR**

1. The Assignor shall be responsible for administering the assignment system and adhering to the policies and guidelines as outlined in the Assignment Policy of the board.
2. Special assignment requests made by officials must be approved by the Executive Committee before they are to be put into effect.
3. First year provisional officials shall not be assigned high school games without approval of the Board Interpreter.
4. The Assignor shall work cooperatively with the State Basketball Commissioner and Site Supervisors as it pertains to conflicts between tournaments and Board #20 assignments. In these situations, the tournament assignment will be given first priority.
5. Every effort should be made to assign Pool B officials as many 3-person exhibition and Christmas Tournament games as possible.
6. The Assignor will maintain a list of physical exams turned in by members.

## **XIV. OBSERVATIONS**

The Assignor shall be responsible for the following:

1. Attend at least 50% of the Floor Education program sessions including the Floor Test for all new applicants.
2. Observe all first and second year officials each season
3. Observe at least 50% of Board #20 officials in the first year of this contract. Any not observed in the first year must be observed in the second season, unless otherwise directed by the Executive Committee.

The Assignor shall keep a record of the above observations. Observation dates to be documented on Board 20 website.

By the signatures below, the parties agree that this document governs the rights of each party for the duration of this Agreement in accordance with Article VII.

\_\_\_\_\_  
Assignor

\_\_\_\_\_  
IAABO Board #20 Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **IAABO BOARD #20 MIDDLE SCHOOL ASSIGNOR CONTRACT** 20\_\_ - 20\_\_

IAABO Board #20 (hereinafter “the Board”) and \_\_\_\_\_, (hereinafter “the Middle School Assignor”) mutually agree to the following terms and conditions of this contract.

### **I. GENERAL SCHEME**

The fundamental purpose of the Middle School Assignor is to provide IAABO Board #20 with junior high game assignments through an objective, nondiscriminatory and nonpartisan assignment process. The official’s availability and geography will be the determining factors in making assignments.

Thereby indicating acceptance of these duties, the Middle School Assignor agrees that the Middle School Assignor’s legal status while performing duties is that of an independent contractor. It is not the intention of this agreement that the Middle School Assignor be considered an employee of IAABO Board #20.

The Middle School Assignor agrees to absorb all assigning expenses except for the software licensing and user fees which will be paid by IAABO Board 20.

The Middle School Assignor shall adhere to the policies and guidelines as outlined in the Assignment Policy of IAABO Board #20.

## **II. INVOICE AND PAYMENTS FROM SCHOOLS**

The Middle School Assignor shall invoice the Jr. High and Middle Schools serviced by IAABO Board #20. All assignment fees from the schools shall be payable to IAABO Board 20 and collected by the Treasurer. The Middle School Assignor is not responsible for collecting any assignment fees.

## **III. PAYMENTS TO SUB-ASSIGNOR**

The Middle School Assignor will be paid on an annual basis an amount equal to \_\_\_\_% of assignment fees collected from Jr. High Schools and Middle Schools utilizing the IAABO Board 20 assignment system.

Payments to the Sub-Assignor will be made as follows:

\_\_\_\_% of fees collected up to \$\_\_\_\_\_ by (date).

\_\_\_\_% of the fees collected up to \$\_\_\_\_\_ (including any previous payment) on (date).

\_\_\_\_% of fees collected up to the contractual amount (including all previous payments) by (date);

If full funds are not available for the final payment, the board will pay the assignor on the last day of each month as payments are received from the schools until full payment is reached.

## **IV. ANNUAL REPORT**

The Middle School Assignor shall provide a written Annual Report to the Executive Committee of IAABO Board #20 at a time to be determined but no later than the IAABO Board 20 Annual Meeting. A summary report will also be given to the membership at the IAABO Board #20 Annual Meeting. This report will contain at a minimum:

- Total number of initial game assignments.
- A report of each game turned back with a questionable cause.
- Total number of games with only 1 official assigned

## **V. COMPLAINTS**

The Middle School Assignor is answerable only to the Executive Committee of IAABO Board 20. All written complaints from schools regarding assignments shall be immediately forwarded to the Executive Committee, through the President, for appropriate resolution.

## **VI. TERM OF CONTRACT**

The terms of this Agreement shall be from May 1, 20\_\_ through April 30, 20\_\_. If agreed to by both parties, this contract may be automatically renewed for 3 additional 1-year periods. Such agreement to be made within 30 days of the Annual Meeting for each additional year.

## VII. TERMINATION OF THE CONTRACT

- 1) Either party to this agreement may terminate said agreement with thirty days notice. Upon expiration or termination of the Middle School Assignor's tenure, final payment will be made upon receipt of all personnel files, software, etc. by the Executive Committee of IAABO Board 20.

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Middle School Assignor

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IAABO Board #20 Representative

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Date

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Date