

1. PURPOSE

To allow for the payment of game fees and other fees earned prior to the end of the regular and spring/summer seasons.

2. SCOPE

The Policy applies to all Members.

3. BACKGROUND

Members are permitted to request Advances prior to the end of the Season. There is no limit to the number of requests made each year. The Treasurer shall determine based on financial capacity to accept or reject these Advance requests.

4. DEFINITIONS

Advance – request for payment of game fees earned, clinician fees and CAST or executive honorarium prior to Pay Night.

Hold –back – represents the 25% deduction calculated against game fees earned to date of advance request to allow for any unforeseen deduction at time of advance.

Deductions – Charged dues, Christmas social, evaluations, fines, clinic fees, charity initiatives, previous advances and other potential deductions as determined by the Treasurer

Formula: Game Fees Earned to date less 25% hold back less deductions to date less potential deductions

5. BYLAW REFERENCE

6.9.4 The Treasurers Functions

7.4.2 Advances may be paid to the membership if approved by the Executive

7.4.3 Final payments to officials will be as soon as possible after the active basketball season.

6. POLICY

- Members in good standing can request an advance of game fees, clinician fees and CAST and executive honorarium starting in December of the season.
- Advances will be calculated on the basis of the formula. Requests for an advance can be made up to the maximum allowed under the formula.
- There is no limit on the number of advances that can be requested. However, a minimum advance of \$250 must be available.
- Financial hardship situations will be considered on a case by case basis by the Treasurer and Vice President allowing for revisions to the formula and minimum advance.

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- Season payouts prior to Pay Night will be considered on a case by case basis due to unusual circumstances by the Treasurer.
- Advance payment date will be within 10 days of the original written request.
- Advance payment can be mailed to or picked up by the requestor, at their discretion.

7. PROCEDURE

- Advance requests should be made in writing (via e-mail) to the Treasurer by the individual requesting the advance.
- Requests should indicate if the requester preference is to pick up or have it mailed.
- Treasurer will contact requestor to make arrangements for pick up if this option is indicated.
- Advance payments will be made by cheque.

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1. PURPOSE

This Policy covers the payment of ABOA dues for Dual Members.

2. SCOPE

Responsibility for Dual Members.

3. BACKGROUND

Some members maintain dual membership with two or more local Boards. The Policy will establish which Local Board will be responsible for deducting and remitting ABOA Dues.

4. DEFINITIONS

Dual Membership – An active EBOA Member who is also an active member in one or more ABOA Local Boards.

5. BYLAW REFERENCE

Article 4.7 Dual Membership

6. POLICY

The EBOA will deduct the ABOA Membership Fees for members who declare the EBOA as its Local Board.

7. PROCEDURE

Application procedure for Members wishing to seek dual memberships is outlined in the EBOA Bylaw Article 4.7

The Treasurer will include only these dual members when remitting the annual ABOA Fees.

All other Dual Members will have their ABOA Fees remitted by the Local Board.

1. PURPOSE

To provide the Treasurer with parameters and criteria for investing short term Cash balances.

2. SCOPE

The Investment of surplus Association funds to earn investment income.

3. BACKGROUND

Treasurer monitors cash flows and invests any excess funds over current cash required to cover operational requirements. These investments are restricted to conservative secured investment vehicles such as GIC's.

4. DEFINITIONS

GIC – Guaranteed Investment Certificate

5. BYLAW REFERENCE

6.9.4 The Treasurer - Invests extra funds in conservative and secure instruments.

6. POLICY

Invests extra funds in conservative and secure instruments (i.e. Guaranteed Investment Certificate)

The maximum term shall not exceed thirty [30] days.

Investments are allowed to be carried over from one fiscal period to another.

7. PROCEDURE

The Treasurer will work in consultation with the Bank representative to maximize the return on purchase of Investments.

Upon redemption of the Investment Certificate, interest earned will be deposited into the Bank Account.

1. PURPOSE

To establish Insurance Coverage for EBOA Members & Associate Members [Community League].

2. SCOPE

Covers all Insurance for EBOA/Community League assigned games related in accordance with the Insurance Policy.

3. BACKGROUND

EBOA Member Coverage is included in the ABOA Dues payment. Coverage is arranged and paid by the ABOA.

Associate Members [Community League] are covered through insurance provided by Basketball Alberta. The Insurance Fee is included in the Associate Membership Fee. EBOA will provide a complete listing of all Associate Members and payment to Basketball Alberta.

4. DEFINITIONS

Insurance – Includes injuries sustained during the performance related to EBOA and Community League Assignments.

ABOA – Alberta Basketball Officials Association.

5. BYLAW REFERENCE

None

6. POLICY

The EBOA will ensure all active Members are provided Insurance for EBOA assigned games or Community League assigned games.

Insurance premiums will be assessed to members as part of the annual Membership Dues.

7. PROCEDURE

The EBOA Secretary or designate, will provide a complete Membership Listing to the ABOA or Basketball Alberta as applicable, in a timely manner.

The Treasurer shall remit the applicable Insurance premiums to the appropriate body in a timely manner.

1. PURPOSE

To establish the guidelines for payment of EBOA/ABOA membership dues.

- Dues
- Charging
- Forgiveness
- Lifetime members
- Spring League discount
- Payment deadline

2. SCOPE

The Policy covers annual membership dues, lifetime member's dues, Spring League dues, deduction of dues, payment deadline, and acceptable payment methods.

3. BACKGROUND

Annual Membership Dues are established and approved by the EBOA Executive.

These dues are used to fund the operations of the EBOA.

The Dues are applicable to all active Members.

4. DEFINITIONS

Membership Types are defined in the EBOA Bylaws section 4.1

Spring League Registration – New Members or Community League Members joining the EBOA for Spring League.

5. BYLAW REFERENCE

4.1 Payment of the annual membership fees.

6. POLICY

The EBOA Annual Membership dues are established annually by the EBOA Executive for all Membership types.

The ABOA Annual Membership dues are established annually by the ABOA Executive.

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Individuals shall become Active Members when the EBOA Secretary receives their completed EBOA Registration Application Form.

The EBOA Treasurer has the responsibility to collect annual membership dues.

Community League membership dues are collected at time of registration.

Spring League Registration – New Members joining the EBOA shall be charged a reduced rate that is established by the EBOA Executive. These Members will be eligible for full credit of these dues against the following year's full membership dues.

Honorary Life Members actively officiating will have only the EBOA annual membership dues waived.

The Annual Membership Dues are payable by December 31st of the current year.

7. PROCEDURE

The EBOA Executive shall communicate to the Treasurer and Membership the annual membership dues. This shall be communicated at the initial General Meeting in September of each year and will also be communicated through posting of meeting Minutes on the EBOA website.

The charged Dues shall be deducted by the Treasurer from earned games fees.

The ABOA Membership Dues shall be paid by the Treasurer following the completion of post-exam Roster. Any new members added after this date shall have their dues remitted accordingly.

New Members and Community League members shall have their dues charged and collected upon registration.

New members who join at Spring League shall have their dues charged and collected upon registration.

1. PURPOSE

Provide guidelines for the reimbursement of reasonable Association expenses incurred personally by EBOA members.

2. SCOPE

Reimbursement of Expenses incurred specifically for EBOA related business.

3. BACKGROUND

- It is necessary for EBOA members (mainly EBOA Executive members) to cover association expenses personally in the undertaking of their portfolio activities.
- Documentation of the expenses incurred is provided to the Treasurer for review and payment made by cheque, if deemed reasonable.

4. DEFINITIONS

None

5. BYLAW REFERENCE

7.4.1

6. POLICY

- Reasonable expenses will be reimbursed upon presentation of receipts by the individual seeking reimbursement.
- Where a receipt is not available, the individual may seek a motion by the Executive to reimburse the individual for expenses incurred. Upon such motion the Treasurer will reimburse the individual.
- Any expenses deemed as unreasonable by the Treasurer can be appealed to the EBOA Executive in writing.

7. PROCEDURE

- Receipts for reimbursement will be submitted to the Treasurer for review and approved by any Member of the Executive.
- Expenses deemed reasonable will be reimbursed to the individual by the Treasurer by cheque.
- Where receipts are not available and a motion has been approved by the EBOA Executive for reimbursement, the Treasurer will reimburse the individual by cheque.

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1. PURPOSE

To provide guidelines for the execution of Education clinics assigned to EBOA clinicians.

2. SCOPE

This Policy covers the request for and execution of any education provincial clinic requiring an EBOA clinician.

3. BACKGROUND

There are requests made to EBOA by the organizations or by the ABOA to provide educational clinics within the Edmonton area or in other communities.

4. DEFINITIONS

Client refers to the organization requesting the clinic.

Clinician refers to the clinician(s) approved to perform the clinic.

DEDN – Director of Education, Development, NOCP

5. BYLAW REFERENCE

6.9.5

6. POLICY

Billing for provincial clinics to Clients will be made by EBOA on an approved EBOA invoice.

It is the responsibility of the clinician to provide the billing information, contact and e-mail address and mailing address of the Client to the Treasurer who will send the invoice to the Client.

The clinician is encouraged to obtain payment from the client at the time of conducting the clinic. Cheques should be made payable to EBOA.

Payment to the clinicians will be made by the EBOA Treasurer on EBOA cheques and will be paid to the clinician on Pay Night in May unless requested otherwise by the clinician.

Clinician rates will be in accordance with those approved for the EBOA clinics or as negotiated with the Client. Changes from EBOA rates must be communicated to the Treasurer.

All provincial clinics and clinicians must be approved by the ABOA prior to proceeding with the clinic.

7. PROCEDURE

The Treasurer and DEDN must be advised in writing (e-mail) of all Provincial Clinics assigned.

The Treasurer and DEDN must be provided with ABOA approval for the clinic.

The Treasurer and DEDN must also be advised of Clinician(s) performing the clinic.

Client cheque should be provided to the Treasurer for deposit at the Clinicians earliest convenience.

Unless indicated otherwise by the Clinician(s) payment for the clinic will be made on Pay Night in May.

Treasurer will send invoice to Client based on information provided by Clinician. If payment has been received the invoice will provide the billing and payment information and show an ending balance of zero.