



# Edmonton Basketball Officials Association

<b>Policy Title: Assigning Policy</b>	Version: 1.10
Approved in Principle: February 15, 2015	<hr/> Leo Mangano, President
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## 1. Overview:

- 1.1. The Assigning Policy is to ensure a consistent approach to the delivery of assignments to officials within the Edmonton Basketball Officials Association (EBOA). This policy will confirm the expectations for EBOA officials that go along with each game assignment.

## 2. Purpose:

- 2.1. To provide guidance for the Edmonton Basketball Officials Association Assignors and Officials to relate to assignment constraints.

## 3. Application:

- 3.1. This policy applies to all Edmonton Basketball Officials' Association Assignors and Officials.

## 4. Definitions:

- 4.1. **Arbiter or ArbiterSports.com:** Arbiter is a web-based assigning tool that is used by the EBOA assignors to manage game assignments.
  - 4.1.1. Newly registered officials will have an account created by the EBOA Secretary.
  - 4.1.2. Each official will manage their account by inputting their availability into the Arbiter system. This includes their contact information, and the accepting or declining of assignments.
- 4.2. **Director of Assigning:** The responsibilities will include:
  - 4.2.1. Determining the structure for assigning games in the Greater Edmonton region,
  - 4.2.2. Recruiting, recommending for appointment and overseeing an EBOA Assignor(s), as required;
  - 4.2.3. Maintaining the account and licenses for the assigning tool,
  - 4.2.4. Evaluating the performance of Assignors, and
  - 4.2.5. Forming an assigning committee(s) as required.

- 4.3. **Assignor(s):** individual(s) responsible for assigning games within the EBOA during the basketball season(s). The assignor(s) will assign games and tournaments for:
  - 4.3.1. High Schools,
  - 4.3.2. Jr. High Schools,
  - 4.3.3. Edmonton Basketball Association (EBA),
  - 4.3.4. University of Alberta Intramurals,
  - 4.3.5. Grant MacEwan University Intramurals,
  - 4.3.6. Edmonton Youth Basketball Association (EYBA), and
  - 4.3.7. Various Spring & Summer Leagues and Tournaments.
- 4.4. **Community League Assignor:** This is the individual responsible during the season for assigning community EYBA games.
- 4.5. **National Officials Certification Program (NOCP):** The purpose of the NOCP is to assist in the education and development of officials. The program consists of five (5) levels, three (3) of which are administered by the Provincial Association, one (1) by the Canadian Association of Basketball Officials (CABO) and one (1) by Fédération Internationale de Basket-ball (FIBA) also known as the International Basketball Federation.
- 4.6. **Assignments:**
  - 4.6.1. All members of the EBOA will be assigned games at their respective assigned NOCP levels based on the previous year's officiating and an endorsed evaluation.
  - 4.6.2. All novice officials will receive community league and Jr. High School games at the beginning of a new officiating season.
- 4.7. **Director of Development:** only the Director of Development can promote an official to another NOCP level of officiating.

## 5. Principles (refer to the attached Assignment Policy Matrix):

- 5.1. The assignment policy should be used as a guideline with flexibility. It should be instituted to meet both the goals of practicality and the EBOA Official's skill set.
- 5.2. It is the responsibility of the EBOA Official to communicate, to the Assignor, any limitations or extenuating circumstances that could limit the games that they may be able to officiate or that could impact the assignment of games.
- 5.3. **Daily Limitations** (on the same calendar day):
  - 5.3.1. No EBOA Official will work more than four (4) games at a High School or Jr. High School level. To achieve the maximum of four (4) games, the

- official must have a one (1) game break in between the first and the second set of two (2) games.
- 5.3.2. No EBOA Official will work more than two (2) High School games if one (1) of these games is a High School FINAL.
  - 5.3.3. No EBOA Official will work more than three (3) Jr. High School games if one (1) game is a Jr. High School FINAL.
  - 5.3.4. No EBOA Official will work more than five (5) Community or Club games if they are at the U11 and/or U13 level. To achieve the maximum of five (5) games, the official must have a one (1) game break in between the first and the second set of two (2) or three (3) games.
  - 5.3.5. No EBOA Official will work more than four (4) Community or Club games if they are at the U15 and/or U17 level. To achieve the maximum of four (4) games, the official must have a one (1) game break in between the first and the second set of two (2) games.
  - 5.3.6. Note: the official or the assignor may request or insert a break between any set of two (2) or three (3) games.
- 5.4. Not all conditions, such as length of games, etc. can be written into any policy. Therefore, a “common sense” approach to game assignments must prevail.
- 5.5. Any limits on the discretion of the Assignors will be based on availability of EBOA Officials to meet the demand for officiating. Furthermore, the limits on an Assignor’s discretion will be monitored by the Director of Assigning.
- 5.6. **Accepting Assignments by EBOA Officials:**
- 5.6.1. Officials are not to accept assignments from outside groups, organizations, or schools without the prior written consent of the Director of Assigning.
  - 5.6.2. Officials are to remove themselves from any assignment where they could be perceived to be in a conflict of interest.
  - 5.6.3. Officials are not to accept assignments that could be perceived, real or otherwise, as conflicts of interest.
  - 5.6.4. Officials are expected to contact their partner 24 hours prior to every game to confirm game, time, location and arrival.
- 5.7. **Fines and Penalties:**
- 5.7.1. An EBOA Official failing to show up for an assignment, will be assessed a fine equal to double the game fee.
  - 5.7.2. An EBOA Official missing a quarter due to lateness, where a partner works solo, will have the game fee reduced for each missed quarter. This fine will go directly to the official working solo.

**5.8. Game fees:**

- 5.8.1. The EBOA Official's game fees are set annually by the Executive and are to be posted on the website.
- 5.8.2. The EBOA strives to have a minimum of two (2) officials for every game. However, on the rare occasion that only one (1) official is assigned to a particular game, that official will be paid 1½ times the regular game fee.
- 5.8.3. If an EBOA Official does not show up for the game, the partner working the game solo is entitled to 1½ times the regular game fee provided that both the following have been done:
  - 5.8.3.1. Confirmed the assignment with his or her partner prior to the game and
  - 5.8.3.2. Called the Assignor prior to the opening toss.

**5.9. Game Day Responsibilities:**

- 5.9.1. All EBOA Officials shall conduct themselves in a manner consistent with the high standards of the vocation and in compliance with the EBOA's **Code of Conduct** (Revised: October 2011).
- 5.9.2. All EBOA Officials shall prepare physically and mentally, dressed neatly, and appropriately.
- 5.9.3. All EBOA Officials shall wear uniforms that are clean and in good condition. The Official's shoes shall be in good condition and be cleaned and shined.
- 5.9.4. All EBOA Officials shall not wear jewellery, except for specified medical conditions.
- 5.9.5. All EBOA Officials shall not use alcoholic beverages or controlled substances on the day of a game. The use of these substances, the day of that game and prior to it, is absolutely forbidden.
- 5.9.6. EBOA Officials are required to be at their game site no less than 10 minutes prior to game time. Furthermore, it is preferable to be on site 20 minutes prior to game time.
- 5.9.7. Parking at the game's site is the responsibility of each official.
- 5.9.8. EBOA Officials must conduct and actively participate in a pre-game meeting. Potential problems must be clearly discussed and both partners should react appropriately should something out of the ordinary or out of sorts arise during the basketball game.
- 5.9.9. All EBOA Officials will never "shoot around" before the game or during intervals of play.
- 5.9.10. All EBOA Officials must conduct and actively participate in a post-game meeting.

- 5.9.11. All EBOA Officials must follow proper procedures after disqualifying a player or coach. All EBOA Officials must also follow proper procedures should any other event of significance occur.
  - 5.9.11.1. At the game's site, a brief report of the incident must be written on the back of the score sheet or on a sheet of paper which will accompany the score sheet, with respect to any significant incident.
  - 5.9.11.2. A report of the incident must be sent to the Director of Discipline and Mediation, by email, within 24 hours.
  - 5.9.11.3. All EBOA Officials shall be prepared to give a detailed report, including the name of the team(s) and the name(s) and number(s) of the player(s) involved in an incident of disqualification or significance.

## **6. Procedures:**

- 6.1. All EBOA Officials and members are responsible for adhering to the Assigning Policy as outlined in this document.
- 6.2. Any EBOA Official(s) and member(s) who contravene the Assigning Policy, as outlined in this document, will be subject to disciplinary action as outlined in the EBOA Bylaws.

## **7. Policy Approval and Review:**

- 7.1. The EBOA Executive Committee will review this policy annually.

## **8. Attachment: Assignment Policy Matrix**