

ASSIGNMENT POLICIES

1. Boys and Girls varsity secondary basketball teams in the Board 111 area (Hancock, Penobscot, Piscataquis, Knox and Waldo Counties) that are to be officiated by Board 111 members must have their complete schedule of home varsity games assigned by Board 111. Per the Maine State Basketball Council, only Board 111 officials may work varsity games within the territory described above unless agreed upon by the Basketball Council in advance of the MPA basketball season or in emergency as determined by the assignor for Board 111.
2. Sub-varsity assigned dates will be made only after varsity games are assigned and only to the point that officials are available. Freshman and JV games must have Board 111 certified officials to comply with the MPA contract.
3. Officials of Board 111 may accept varsity secondary school games from outside Board 111's area only after receiving varsity assignments as listed on the current assignment communication system, ArbiterSports.com. Varsity dates will appear by Nov 1st of each year on your Arbiter site as denoted in light blue on your calendar, with a notice posted by the assigner that the dates have been posted. Board 111 officials may not accept other boys and girls junior varsity, secondary games, freshman games and middle school games until their sub-varsity assignments have been released on or before test night. Once officials have accepted assigned games, they are free to accept games from "outside" the Board 111 assignment program assuming they update their availability calendar on ArbiterSports.com.
4. Schools outside of Board 111's area may request Board 111's assignor to assign officials to their school for a limited number of games or they may contact the officials directly to hire them. It is recommended that Board 111 officials work together on any games assigned outside of Board 111's assignment program. Board 111 officials may not accept games from outside the assignment program if they have already been assigned the date by Board 111.

ASSIGNMENT GUIDELINES

1. The assigner will not assign to any official more than six varsity games, which would include 2 or 3 person assignments (three home and-three away) for any institution, not to exceed 4 games of one gender unless deemed an emergency
2. The assigner should avoid scheduling officials to games that result in back to back situations with one school. Back to back is considered two consecutive games, home or away, for one official involving the same team.
3. The assigner will request from all schools in the Board 111 area the schedule of games to be assigned. Schools will be asked to block any official on Board 111 they prefer not to officiate for their team, home or away. This should be completed on ArbiterSports.com by October 1st of each year.
4. The assigner will request that all Board 111 members in good standing - complete their calendar on

ArbiterSports.com for availability by October 1st of each year. Working college officials will have until the date college assignments are released to block dates. After those officials will be under the same guidelines as all other Board 111 members. Every official must keep his or her calendar updated from October 1 to March 1st of the following year.

5. The schools will send their home schedule of games to be assigned and the total service fee for the assigner by Sept 15th of each year.
6. Active officials will enter their personal information on ArbiterSports.com including name, address and telephone number (cell also) along with email address. If official would like to block a school (Travel will not be allowed as an acceptable reason for blocking a school or a team) or partner, this must be done through ArbiterSports.com calendar before October 1st of each year.
7. If an official refuses an assigned game and their calendar indicates that they are available, a reassignment fee (\$5.00/date) will be issued and payment is expected to the assigner by the spring business meeting or that official may be brought before the Board of Directors and may be suspended for 1 year from April 1st of the following year.
8. After the Fall Business Meeting in November but prior to the exam, the actual game assignments for the months of November and pre-Christmas December games will be published on ArbiterSports.com to individual officials. It is expected that each official will check his/her schedule and accept each game. Each school will be notified of their officials 10 days before each assignment. Late December and January games will be released in December and late January and February dates will be released at or after the January rules clinic.
9. All new officials will be on a mandatory two year probationary period (including the year the official passed exam) and will have only sub-varsity games assigned to them by the assigner. After this probationary period an official may be assigned varsity games based on information provided to the assigner.
10. An official will be assigned to no more than one varsity game per day except in an emergency or hardship situation.
11. Schools can report to the assigner by email on positive or negative feedback regarding an official's performance.
12. Each official must be available to work a minimum of 20 total games per season (at any level) or that official may not receive varsity games for that season.
13. The assigner should use discretion in using officials at schools from which they graduated, towns in which they live, work or schools for which a relative works/attends. Officials should use this same discretion.

THE ASSIGNER GUIDELINES

1. The term of office for the Assigner shall be for two (2) years, subject to approval by Board of Directors and approved by the full board membership at the Spring Business Meeting. The bi-yearly review (off year) of the assigner will be conducted by a sub-committee of the Board of Directors and presented to

the Board of Directors for approval.

2. The assigner must be an ACTIVE NON-WORKING member in good standing of Board 111.
3. The assigner CANNOT be an active coach.
4. The assigner is elected bi-annually as stated in #1 under guidelines above. If a change of assigner occurs, the Board of Directors will facilitate a meeting of the incoming assigner and past assigner to promote a smooth transition.
5. The assigner will prepare a year-end report upon direction by the Board of Directors.
6. The Board of Directors will appoint a standing committee, called the Assignment Review Committee, for a two-year term on a staggered basis. This committee will assist the assigner in evaluating officials, resolving conflicts and assessing vital games.
7. The assigner's honorarium will be the amount determined by the Board of Directors and collected from the schools for their assignments. Assigner's expenses incurred in the assignment system will be paid from this honorarium.
8. All reassignment fees and fines levied are payable directly to the assigner.

SERVICE CHARGE FEES FOR ASSIGNMENTS

1. Schools will pay an assignment fee, determined by the Board of Directors, for each team for which officials of Board 111 are assigned. This fee will cover all preseason, regular season and holiday assignments including any reassignments as needed.
2. Each official will be paid the game fee as determined by MPA contract plus mileage if required by the assignment. Middle school game fees are determined by Board 111 Board of Directors and approved by the membership of Board 111.
3. Payment procedure: Each school will pay the required fee for assignments directly to the assigner and payment is expected by Sept 15th of the current assignment year.

OFFICIAL'S RESPONSIBILITIES

1. Dual members must comply with all Board 111 guidelines.
2. **Definition of assignment is any light blue or dark blue date within the Arbitersports assigning program***
3. Officials who willfully violate Section 3 of the Assignment Policies will be assessed a fine equivalent to his or her pay for said game and that official may be, as deemed by the Ethics Committee, suspended for one calendar year from the date of infraction.

4. An official who turns back any assignment within 14 days of the scheduled assignment will be assessed a reassignment fee (\$5.00/date). The reassignment fee shall not exceed \$30.00 per incident. For example, if an official claims they can work on a specific date, but they cannot that would be considered a new incident.
5. Officials must complete the information required on ArbiterSports.com including available and unavailable dates before October 1. Pending games are indicated by light blue coloring on the ArbiterSports.com under the blocks. If the official intentionally falsifies their schedule of available and unavailable dates, said official may be referred to the Ethics Committee and may be suspended for a period of one year from the date of the infraction.
6. All officials will be available for a minimum of two sub varsity games per season. Officials will be expected to be available for a sub varsity schedule, if needed, for at least the first five years as an IAABO member.
7. Any official who does not use the assigner to change partners or games will be sent a letter of reprimand by the board secretary and will be referred to the Ethics Committee for stronger disciplinary action if deemed necessary.

ASSIGNMENT PROCEDURE

1. The assigner will start working on assignments for the current year on or about October 1 based on schedules supplied by the schools and availability of officials.
2. The assigner will take many factors into consideration in making the assignments:
 - a. The rating system approved by Board 111.
 - b. Information provided by the interpreter.
 - c. Any committee under the direction of the Board of Directors.

It is understood that the assigner may need to use his discretion and experience when making assignments.

3. Accepted transfers from another board, and Board 111 officials who paid inactive dues for up to 3 years will be considered for that season's assignment program, primarily using the officials' last rating and the discretion of the assigner, after - Board of Directors approval.

POSTPONEMENT AND RE-ASSIGNMENT PROCEDURES

1. Immediately upon decision of postponement school MUST notify the officials and then the assigner.
2. In case of postponed games the assigner will assign the original officials to the make-up date, provided that those officials are not already working on the scheduled make-up date. The assigner will contact the schools and officials involved in the reassignment. Failure by the school to contact officials of postponement before they arrive at the game site will result in officials receiving half of the game fee plus travel per MPA contract guidelines.
3. Any reassignment made will be posted on ArbiterSports.com provided the assigner has enough time before the rescheduled game to notify the officials and school involved. If time does not allow, the assigner will call both the officials and school involved to notify them of the reassignment.

FAILURE OF ASSIGNED OFFICIALS TO ARRIVE BY GAME TIME

1. In this situation it will be impossible in most instances for the schools to reach the assigner in time to get replacements. In this case, the schools may automatically waive the assignment program restriction and try to find any acceptable IAABO member to work the game. Consideration should be given to the use of the IAABO prelim officials to form a 3-person crew for the varsity game.

TRAVEL

1. The traveling official (or the referee if both travel) shall contact the other official to verify all game arrangements. Failure of the driving official to pick up his or her officiating partner in time so that both can arrive at the game site to be ready to go on the floor 30 minutes prior to the scheduled game time will have the following rules, the official who is waiting to be picked up should;
 - a. call the officiating partner.
 - b. call the - assigner.
 - c. call the school, if the assigner cannot be reached.
 - d. leave in order to arrive at the above stated time.

LAST MINUTE ILLNESS OR EMERGENCY FORCING OFFICIAL TO NOT BE ABLE TO MAKE AN ASSIGNED GAME

1. In this situation, the official should contact the assigner as soon as possible for a replacement. If the official cannot reach the assigner, then the official should contact the school and tell the school that the assigner cannot be reached and that the school has the right to waive the assignment program restriction and try to find any acceptable IAABO member ~~from any board~~ to work the game.

NOTE: This assignment program in no way establishes an employment relationship between the officials, the assigner, Board 111 or the respective schools. It is a service being provided by Board 111.

DATES OF IMPORTANCE

- June 1
 - Ratings must be in the hands of the officials.
- July 1
 - Ratings must be in the assigner's hand.
- October 1
 - Due date for officials to update ArbiterSports.com with their available dates except for college official as noted before.
- October 1
 - Assigner starts work on assignments for the season (personal contact may be needed with officials for their commitment on the upcoming season.)
- November 1
 - Assigner completes individual official's tentative varsity dates for the entire season.
- November
 - After Board 111 Fall Business Meeting but prior to the date of the exam, the official will receive

their game schedule, including location of game, partner and level of competition for November and most of December. Schools will receive their assigned officials 10 days prior to the scheduled game on ArbiterSports.com along with the address and phone number of the officials for each game.

- Late December and early January
 - The assigner will publish the official's actual game assignments for January and February on ArbiterSports.com. Schools will receive their schedule 10 days prior to the scheduled game date.

NOTE: During the season the assigner will continue to review the assignments for the season. This may require changes being made in existing assignments. Advice from the officials' Assignment Review Committee may be asked for throughout the season to assist in this process.

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