



1 January 2022

TO: All Basketball Organizers, Leagues, and other stakeholders

RE: Calgary Basketball Officials Association Invoicing Policy

The Calgary Basketball Officials Association has updated its invoicing policy. Effective **1 APRIL 2022**, the former Calgary Basketball Officials Association policy of invoice after services rendered and pay the invoice in Net 30 days is obsolete.

This policy update is made to ensure your schedule of games is given the priority that it deserves and to bring the Calgary Basketball Officials Association operations in line with other organizations with similar scope and service within the greater Calgary area and the province of Alberta.

In order to secure officiating services for all games types, including and not limited to, scholastic, youth, and adult age categories from the Calgary Basketball Officials Association on and after **1 APRIL 2022**, the client will be required to pay the invoice for officials **IN FULL** prior to the Calgary Basketball Officials Association assigning any of its members to the client's event. The Officiating Services Agreement that is completed to obtain the services of the Calgary Basketball Officials Association has been amended to reflect this updated policy.

In order to correctly invoice you, our client, The Calgary Basketball Officials Association will require you to submit your finalized schedule of games with sufficient advance notice to prepare and finalize the invoice and receive your payment. Ideally, 14 business days would suffice.

Your payment can be made via cheque or e-transfer to cboatreasurer@gmail.com.

Sincerely,

Ian Pollard
President
Calgary Basketball Officials Association