

ECBOA ASSIGNMENT GUIDELINES

Purpose:

These ECBOA Guidelines guide the Assignment Committee in reviewing schedules during the season.

FHSAA Assignment Committee Guidance Statement

The Assignment Committee is responsible for overseeing the entire contest assignment procedure within the local official's association. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing, and approving each member official's schedule of assigned contests and making the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the Assignment Committee is to make assignments.

The Board of Directors appoints three members to the Assignment Committee each year. One shall be named Chairman to communicate with the Booking Commissioner and Board Liaison as needed. Committee Members get viewer-only access to the full arbiter master schedule.

The full Arbiter game assignment schedule will be submitted to the Committee at least 10 days before the contest. The Committee then has 48 hours to review the schedule and raise any concerns with the Booking Commissioner, or approve it as is.

The Committee will review schedules to identify highly competitive or notable contests, using resources like PBC Hoops and the Palm Beach Post. They will ensure top-ranked officials have been assigned to these games, maintain balance and fairness in assignments, where possible evenly distribute high-profile games among top officials, and assign three 100-ranked officials when necessary. There are no strict criteria for game selection; best judgment shall be used.

If the Booking Commissioner and Committee cannot resolve scheduling concerns, the Committee may vote on proposed changes. A 2/3 majority approves changes for the Booking Commissioner to implement. Before voting, the Committee should share concerns with the Booking Commissioner, allowing a 24-hour window to respond and make revisions.

The Committee will inform the Booking Commissioner of any eligibility issues based on ECBOA and FHSAA requirements. The Board of Directors will make the final decision on an official's eligibility.

The Committee shall inform the Booking Commissioner of any potential conflicts of interest regarding an assigned contest, as reasonably determined by the Committee. The Board of Directors holds ultimate authority in making the final determination on whether a conflict of interest exists.

The Committee will review the schedule to ensure wherever possible, mentors and mentees are assigned to the same contests, including varsity and sub-varsity, when officials are qualified.

The Committee will review current and prior schedules to ensure officials are not assigned to the same team multiple times in one week and do not officiate at the same team's home games more than four times in the regular season, excluding tournaments and playoffs.

The Board expects that first-year members and secondary members will only be assigned holiday tournament games or special contests (such as top-team matchups and rivalry games) if no qualified ECBOA Primary members are available, or to replace officials after the initial schedule is released.

The Board expects the Committee and Booking Commissioner to work together cooperatively and professionally, maintain frequent communication, and resolve any contest assignment issues amicably. If there is a discrepancy between these guidelines, follow the procedures outlined in this document.