



## **ECBOA Assignment Committee Guidelines**

### **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.

### **Purpose**

The purpose of these ECBOA Guidelines is to provide guidance and direction to the Assignment Committee (the "Committee") when reviewing the schedules throughout the course of the season. These Guidelines serve as a supplement to the existing ECBOA Assignment Committee Short Rules and should not be construed as policy.

### **Areas of Focus**

#### **A. Eligibility**

The Committee will advise the Assigner of any potential eligibility concerns using the ECBOA and FHSAA eligibility requirements as their guide. The Board of Directors will have final authority in determining whether an official is compliant with the eligibility requirements.

#### **B. Conflicts of Interest**

The Committee will advise the Assigner of any potential conflicts of interest relating to an assigned contest, as may be reasonably determined by the Committee. The Board of Directors will have final authority in determining whether there is a conflict of interest.

#### **C. Review of Contest Assignments**

During its review of the schedule(s), the Committee will seek to identify those contests that are expected to be highly competitive matchups between top-teams, rivalry games, and such other contests that may be worthy of special attention. The Committee shall

use PBC Hoops, the *Palm Beach Post*, and such other information available to assist in identifying these contests. When reviewing the contest assignments, the Committee shall i) assure that the best available officials (utilizing the current rankings) are being assigned to these games, ii) assure the assignments are balanced and equitable throughout the season, iii) assure equal distribution of these games to the best available officials throughout the season, and iv) when deemed warranted, assure three 100-ranked officials are assigned to these games. It should be acknowledged and understood that there is no set of criteria to identify these games, rather the Committee shall use it's best and reasonable judgement.

**D. Mentor and Mentee Assignments**

The Committee will review the schedule to assure that every effort is being made to assign mentor and mentees contests together, including varsity and sub-varsity contests if the officials are so qualified.

**E. Team Assignment Review**

The Committee will review the schedule (along with the prior week's schedule) to identify officials who may be inadvertently assigned to officiate multiple contests for the same team within a 7-day period. Further, the Committee will look to assure that officials are not being assigned the same team more than four times during the regular season (excluding tournaments and playoffs).

**F. First Year Members and First Year Secondary Members**

It is the expectation of the Board of Directors that first-year members and first-year secondary members shall only be assigned holiday tournament games and those contests identified in paragraph C (i.e. highly competitive matchups between top-teams, rivalry games, and such other contests that may be worthy of special attention) when there are no other so-qualified ECBOA Primary members available to officiate these games.

**G. Cooperation and Communication**

It is the expectation of the Board of Directors that the Committee and the Assigner will work together in a cooperative and professional manner. Further, it is the Board's expectation that there will be frequent communication between the parties, and they will work together to find an amicable resolution to any contest assignment that is within scope of this document. In the event of a discrepancy between these Guidelines and the Assignment Committee Short Rules, the Short Rules shall prevail.



Joe Erwin  
President