



## **ABOA GUIDELINES FOR ASSIGNING ALBERTA COLLEGES ATHLETIC CONFERENCE (“ACAC”)**

October 3, 2017

These ABOA Guidelines for Assigning ACAC (the “Guidelines”), in accordance with ABOA Policies will be observed in assigning all ACAC non-conference and regular season conference games whenever possible.

All ACAC assignments will be made from the ABOA officials roster of referees for the current season (the “Officials Roster”), (see ABOA ACAC Policies).

The Officials Roster is provided to the ABOA Assignor or an approved designate in their absence (the “Assignor”).

Assignments will be made using an online scheduling system.

All games will be rated each year by the Assignor using parameters to support presumed difficulty that may include, but not limited to strength of schedule, team standings, national ranking, history and rivalries between teams, coach/bench decorum history, and so on.

Each official will be graded each year by the ABOA Assignment/Evaluation Committee based on their body of work, potential in terms of foundational characteristics, and adherence to, as well as effort made to achieve the ABOA Standards of Excellence. Officials will be grouped in A, B, and C categories, where:

**A** represents the highest or most experienced officials, leaders, people who demonstrate good partnering skills and dedicate themselves to developing others;

**B** represents the proven, reliable, consistent and credible officials or officials on a development pathway;

**C** represents the officials who are either new to the ACAC, are less experienced and require training and development or are inconsistent, need improvement and are not meeting performance standards.

Within each category officials will be further classified as Upward Trending (+), Meets Expectations, or Downward Trending (-).

To ensure that assignments are done fairly for both officials and the ACAC, the Assignor will follow these guidelines:

- For each assigning cycle as determined by the Assignor, games will be assigned with the appropriate officials to adequately service the game taking into consideration degree of presumed difficulty and official experience and grading, availability and crew composition. The exception to this would be the assignment of development games requested by the ABOA Director of Performance and Assessment.

- An official's game assignment or category is not required to correlate to the official's position assignment for Crew Chief, Umpire 1 and Umpire 2. The Assignor will use their knowledge of officials, need for mentoring, development and training purposes or at the request of the Director of Performance and Assessment to assign these positions.
- In situations where there is a shortage of officials, the Assignor may schedule an official to a game that is more difficult than their grade warrants by notifying or consulting with the Director of Performance and Assessment.
- An official may be assigned for upgrading and / or development purposes to a game more difficult than their grade warrants at the request of the Director of Performance and Assessment.
- Where possible, officials will be assigned at least 14 days in advance of a game.

Officials will be able to select their availability and preferences for assignment to geographical locations requiring travel. The Assignor will respect officials' availability and preferences whenever possible.

For all game assignments scheduled online, an email is sent to the official asking them to accept or decline the game on the scheduling system. The Assignor may decide to remove the assignment if the official has not confirmed by the deadline given by the assigner

The Assignor may make modifications to the assignments at their sole discretion if it is in the best interests of the game or adherence to ABOA or ACAC policies. In this regard, ABOA recognizes the need for all officials on the roster to receive a commensurate number of games, however there will be no minimum or maximum.

When an official declines a game invitation online they are marked as 'not available' that day for other assignments. The official may request to be returned to the official pool for a valid reason by contacting the Assignor.

When the Assignor is notified that a game is cancelled or modified by a league or team, they will notify the assigned officials who will be unassigned and can be rescheduled.

Once an official has accepted a game they are responsible for fulfilling their commitment. If the official must turn back the game, in all situations they should contact the Assignor via phone or email and receive acknowledgement from the Assignor before the official will be released from the game.

If officials wish to provide feedback about any aspect of these Guidelines or ACAC Policy they should contact the ABOA Director of Officiating at [aboa.officiating@gmail.com](mailto:aboa.officiating@gmail.com).