

## MEMORANDUM OF AGREEMENT

Saskatchewan High Schools Athletic Association

-And-

Saskatchewan Association of Basketball Officials

Whereas the Saskatchewan High Schools Athletic Association (SHSAA) requires the services of basketball officials at Hoopla; and whereas the Saskatchewan Association of Basketball Officials (SABO) is the organization responsible for the provision of basketball officiating services in the province; the following shall constitute an agreement of the terms of the arrangement whereby SABO officials are contracted to officiate SHSAA games at HOOPLA 2007. Both parties agree to meet no later than the end of June to review and discuss any possible changes to the Memorandum.

### **The SHSAA and its member institutions shall:**

1. Provide a safe, secure environment for the conduct of SHSAA basketball games. SHSAA will provide an on-site person to be responsible for the safety of the officials from their time of arrival to their final departure from the school premises.
2. Provide a secured change room separate from any teams competing.
3. Provide a written schedule of games well in advance of play.
4. Provide a remuneration for officials services at the following agreed upon rates:
  - a. Hoopla Games: **\$30 per official per game**
  - b. Hotels: Accommodation paid for by the SHSAA at the local host hotel at a maximum of two people per room (Reservations made by the SHSAA). Whenever possible officials will be booked into a hotel separate from the participating teams. **Officials who are working at 6:00PM or later on Saturday night will have a hotel room booked for them on Saturday night.**
  - c. Meals: **Approved per diem of \$13.00/supper \$10.00/lunch and \$7.00/breakfast or \$30.00 per day**, for those officials from outside the host city. Per diem of \$10 per day for those within the host city. Per diems shall be calculated to include time travelled to and from their home city.
  - d. Mileage: **Mileage recovery as per SHSAA rate which is currently .30/KM. A call out fee of \$15.00 paid to each official who is a passenger in each car.**
  - e. Honorarium: **Pay to SABO an honorarium of \$300 for the provision and administration of services for officials at HOOPLA.**
5. Agrees to SABO providing evaluators for Hoopla, one evaluator per four officials.
6. Provide and pay for the accommodations for the evaluators at the local host hotel at a maximum of two people per room. (Reservation made by the SHSAA)

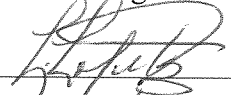
7. When necessary, provide written documentation concerning an official's performance, behaviour and/or conduct to the SABO's evaluation/assigning committee chairperson.
8. Deal with any incidents of abuse directed towards officials by SHSAA participants as reported by SABO, in accordance with SHSAA policy and guidelines.
9. Provide the SHSAA incident report forms for any Hoopla game where an ejection or flagrant foul is assessed by the officials immediately following completion of the game. The forms shall be provided to the officials in the change room.
10. Selection of officials for HOOPLA will be done in the following manner: **The SHSAA designate will seek nominations to officiate at HOOPLA from the SHSAA Districts, then collaborate on selection with the SABO designate from the list of nominations. The final list will be given to SABO by the SHSAA to officiate at HOOPLA.**
11. Assignment and evaluations of officials for HOOPLA will be done in the following manner: **The SABO designate will assign and evaluate officials to all scheduled HOOPLA games. The SABO designate may consult selected evaluators to determine appropriate assignments for each official. The completed assignment schedule will be presented to the SHSAA designate for endorsement.**

**SABO and its member officials shall:**

1. Officiate all scheduled SHSAA Hoopla games staged in Saskatchewan.
2. Designate a SABO evaluation/assigning chairperson responsible for the selection, administration, evaluation and supervision of Hoopla officials' assignments and for dealing with any concerns between the SHSAA and the officials.
3. SABO will pay for all evaluator honorariums and travel expenses.
4. Complete the SHSAA incident report forms for any Hoopla game where an ejection or unsportsmanlike like foul is assessed. The report must be completed in its entirety, in a clear and legible manner before leaving the venue, and forwarded to the on-site contact.
5. Comply with the indicated SHSAA invoicing procedures (see attached appendix).
6. Respond to concerns expressed by the SHSAA about the performance or behaviour of any official working Hoopla games.
7. Report unacceptable behaviour of a Hoopla player, coach, or official to the **SHSAA Executive Director**.

In witness whereof, the parties hereof have agreed to comply to the best of their ability to the requirements herein:


Saskatchewan High Schools Athletic Association (SHSAA)

Per: 

Date: 21-DEC-2006

LARRY WARENTZ - Executive Director  
PLEASE PRINT NAME

Saskatchewan Association of Basketball Officials (SABO)

Per: 

Date: Dec - 29 - 2006

Mike Kyllö - President SABO  
PLEASE PRINT NAME

## APPENDIX

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By following these guidelines, the SHSAA and SABO will maintain accurate records and ensure the prompt payment of invoices.

1. An SHSAA representative will participate in the first meeting of the officials conducted at Hoopla to provide expense claims for each official. The signed expense claims will be collected at the meeting. The first meeting of officials will take place on the Thursday evening of HOOPLA.
2. SHSAA and SABO agree that all officials, evaluators and the SHSAA designate are required to be in attendance at the first meeting of officials.
3. The SHSAA will reimburse all SABO officials within seven days of the conclusion of Hoopla as per the submitted expense claims.
4. The SHSAA shall pay for officials' travel expenses providing that the travel is necessary and that the expense is kept to a minimum (i.e. car pool where possible at a maximum of 3 people per car). Officials requiring overnight accommodations must use the SHSAA booked and approved host hotel. In the case of inclement weather and where highway travel is not recommended, hotels will be provided for Saturday evening if required ***and approved by the SHSAA.***
5. Ground Transportation:
  - a. Mileage – SHSAA rate which is currently .30/KM as well as a per passenger call out fee of \$15.00.
6. Per Diems:
  - a. Travelling Officials: Approved per diem of \$13/supper, \$10/lunch and \$7/breakfast.
  - b. Host City Officials: Approved per diem of \$10 per day.