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## MEMORANDUM OF AGREEMENT

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This agreement made in duplicate on \_\_\_\_\_, 2009 between:  
**Alberta Colleges Athletic Conference**  
- and the -  
**Alberta Basketball Officials Association**

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Whereas the Alberta Colleges Athletic Conference (ACAC) requires the services of basketball officials; and whereas the Alberta Basketball Officials Association (ABOA) is the organization responsible for the provision of basketball officiating services; the following shall constitute an agreement of the terms of the arrangement whereby ABOA officials are contracted to officiate ACAC games in the **2009-10, 2010-11** through **2011-12** seasons:

**The ACAC and its member institutions shall:**

1. Provide a safe, secure environment for the conduct of ACAC basketball games. Host colleges 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 college premises.
2. Provide a secured change room separate from any teams competing.
3. Provide separate shower facilities in close proximity to the change room and the gymnasium.
4. Provide a written schedule of games no later than June 1 prior to the season of play.
5. Provide remuneration for services at the following agreed upon rates:

	<u>2009-2010</u>	<u>2010-2012</u>
<i>Regular Season Games:</i>	\$70/official	\$75/official
<i>Play-off Games:</i>	\$80/official	\$85/official

*Hotels:* Accommodation paid for by the ACAC at the local host hotel  
*(reservations made by the ABOA designate on ACAC credit card through the ACAC Office, 780-427-8068)*

*Travel Expenses:* Rates indicated as per the ACAC Operating Code; ABOA personnel/assignors shall arrange required flight bookings through the ACAC Office (780-427-8068)

**2.2**      **ACAC Officials** *(effective January, 2009)*

**2.2.1**      **Breakfast**

**\$10.00** - an allowance or reimbursement for breakfast may be claimed only if the time of departure is earlier or the time of return is later than 7:30 am.

**2.2.2**      **Lunch**

**\$10.00** - an allowance or reimbursement for luncheon may be claimed if the time of departure is earlier or the time of return is later than 1:00 pm.

**2.2.3**      **Dinner**

**\$20.00** -an allowance or reimbursement for dinner may be claimed only if the time of departure is earlier or the time of return is later than 6:30 pm.

**2.2.3.1**      **Exceptional Costs:** Claims for meals on a receipt basis, where the cost of the meal exceeds the meal allowance, may be made in those cases where:

**Excessive Cost Required:** The official is not in close proximity to an eating establishment which can provide a reasonable meal at a cost similar to the amount of the meal allowance, or when it clearly disrupts ACAC business being conducted to move to an eating establishment that provides meals similar in cost to the amounts of the meal allowance.

**2.2.4 Received Meals:** Received meals which exceed the meal allowance should be reasonable and generally should not be significantly higher than the meal allowance for that meal. Received meals for less than the meal allowance may be claimed.

**2.2.5 Alcoholic Beverages:** Meals claimed on a receipt basis must exclude any charge for alcoholic beverages.

**2.2.6 Meals Not Reimbursed:**

A meal allowance may not be claimed for any meal which is provided to the official and does not require an expenditure by the official. For other meal claims during that day of travel status, the official may claim the appropriate meal allowance or meal by receipt. The purpose of this provision is to ensure that claims for meal costs are not covered by another organization with which the official is conducting business on behalf of the official's association. Accordingly, any meals provided to an official for which an expenditure is not required or which is absorbed in another expense item may not be claimed under the ACAC Subsistence and Travel Allowance Regulation.

**5. Ground Transportation (effective January, 2009)**

**5.2 Mileage for Major Game Officials:**

**5.2.1** A major game official who uses his/her own vehicle for travel on ACAC business shall be entitled to reimbursements according to the following scale: \$ .40 /km .

*Air Transportation:* Air transportation for officials' travel to Grande Prairie for each home weekend paid for by the ACAC at best available fare (*reservations made by the ABOA designate on ACAC credit card through the ACAC Office, 780-427-8068*)

*Travel Honouraria:* \$25 per passenger for same day, return trip by ground transportation (minimum 200 km. return trip)

\$40 per official for same day or overnight, return trip (one night) by ground transportation (minimum 400 km. return trip)

\$75 per official for overnight trip (two nights) by air transportation

6. When necessary, provide written documentation concerning an official's performance, behavior and/or conduct to the ABOA's ACAC provincial evaluation/assigning chairperson.
7. Refer any incidents of abuse directed towards officials by ACAC participants as reported by ABOA to the ACAC Commissioner for review.

8. Provide the ACAC Officials Report Forms for any ACAC game where an ejection, technical, 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.

**The ABOA and its member officials shall:**

1. Officiate all scheduled ACAC regular season and play-off games.
2. Designate an ACAC provincial evaluation/assigning chairperson responsible for the selection, administration, evaluation and supervision of ACAC officials' assignments and for dealing with any concerns between the ACAC and the officials.
3. Establish a central assignment process, which will incorporate the selection, advancement and travel of all ACAC officials.
4. Complete the ACAC Officials Report Forms (available from the host institution) for any ACAC game where an ejection, technical, or flagrant foul is assessed. The Report must be completed in its entirety, in a clear and legible manner before leaving the venue, and presented to the on-site contact prior to departing the venue.
5. Comply with requested ACAC invoicing procedures where three invoices are sent: following the first half schedule, following the second half schedule and following the ACAC play-offs..
6. Consult with the ACAC Basketball Convenor/Executive Director in the determination of play-off officiating assignments.
7. Respond to concerns expressed by the ACAC about the performance or behaviour of any official working ACAC games.
8. Report unacceptable behaviour of an ACAC player, coach, or official to the ACAC Commissioner and the Executive Director.

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

**Alberta Colleges Athletic Conference (ACAC)**

Per: \_\_\_\_\_

**Alan Rogan**  
**President Elect, ACAC**  
**PH: 780-853-8405; FAX: 780-853-8711**

Date: \_\_\_\_\_

**Alberta Basketball Officials Association (ABOA)**

Per: \_\_\_\_\_

**Perry Stothart**  
**President, ABOA**

Date: \_\_\_\_\_