

Policy R2013-07.2: Roster Changes Policy

**Purpose:**

To provide an appropriate set of parameters to govern changes to the roster and how Kilsyth referees are informed of such changes.

**Persons Responsible:**

- Kilsyth Referees
- Referee Administrators
- Director of Referees (DOR)
- Referee Supervisors

**Policy:**

If changes to the roster are required after the initial publication of the roster and are authorised by the DOR or Referee Administrators, the affected referees will be notified individually of the changes required if such changes alter their start or finish times and the roster will be republished. This republication of the roster will automatically send a group email to all referees that are on the roster letting them know a new roster is online.

Changes made to rosters by the Referee Supervisors must be explained to the Referee Administrators and/or DOR. This is done by completing the Roster Change Notification Form. Roster changes are allowed under circumstances that have a fair and valid reason.

Referees may be rostered to games in which their immediate family is involved, if this occurs the Referee Supervisor is to switch the roster and move the affected referee to an alternate court. Referee Supervisors are expected to complete the required form to notify the Referee Administrators of the change.

Referee Supervisors are expected to complete a note in the Referee Manager program on a referee that they believe is not capable of officiating at a level that the Referee Administrators have rostered. The DOR can then work to educating the official on the area required to get them up to the standard required for that session.

**Quality Assurance**

Policy Prepared by: Officiating Solutions

Reviewed:

Kilsyth Basketball:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Technical Official's Committee:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**DATE ACCEPTED AND IMPLEMENTED:** July 15<sup>th</sup>, 2013

