

Broken Arrow Soccer Club Contract Labor Agreement

Position: Referee Assignor 2018

Bid Process



CONTRACTED SERVICES

Definitions:

Games: Any soccer match requiring uniformed referee(s) for:

- Games for: BASC Closed Leagues, OSA Traveling Open Recreational League, OSA Traveling Recreational Select League, OSA Classic League which are scheduled for play at ISSC and TSCH competitive league and juniors league games for BASC assigned teams which are scheduled for play at ISSC.
- OCL, OPL, NPL, ECNL, TCL, JDL, ACS, Genesis competitive and academy matches scheduled to play at ISSC for BASC assigned teams.
- BASC tournament games scheduled for play at ISSC.
- BASC scrimmages that the referee assignor assigns a referee/s for the match.
- Any other games as mutually agreed upon in advance and in writing by both parties.

CONTRACTOR's Operational Duties & Responsibilities:

- Be available in person, via phone, email or other means of communications to address assigning issues for each scheduled or rescheduled game at ISSC or appoint a qualified substitute.
- Import game schedules into ArbiterSports for assignment to referees.
- CONTRACTOR shall ensure:
 - all assignments for scheduled games are appropriately covered and replace no-show referees at the earliest opportunity,
 - must produce and/or obtain schedule data from GotSoccer sufficient to facilitate the accurate import of matches into Arbiter
 - must understand and utilize the interoperability features that exist between GotSoccer and Arbiter
 - all assigned referees are informed that payments will only be made:
 - via a functional ArbiterSports/ArbiterPay account (including social security number for tax purposes and current address) created and linked by the referee and,
 - following provision of services and,
 - verification of services by the CONTRACTOR to the BASC and,
 - according to the Referee Pay Procedure listed below,
 - all assigned referees have a functional Arbiter Sports/ArbiterPay account including social security number, current mailing address, and current email address,
 - all assigned referees are made aware of the pay rates as defined in the BASC Standing

- Resolutions or the agreed upon rate for a tournament as defined in writing by the Tournament Director of the specific event,
- all payments assigned for referees are according the pay rates as defined in the BASC Standing Resolutions or the agreed upon rate for a tournament as defined in writing by the Tournament Director of the specific event,
- an understanding for all referee compensation not detailed above via electronic payment or other means is agreed upon in writing in advance of any services rendered with the BASC and/or tournament/event directors.
- that payments which are verified and submitted to the BASC are for payment of services provided only for games as defined above.
- referee services are properly documented in ArbiterSports and submitted for payment to the BASC in a timely manner according the following Referee Pay procedure, which is:
 - All games to be verified by the CONTRACTOR and notice sent to the BASC for payment each Monday before 5:00 pm. Payment will be issued the first Tuesday following receipt of email stating games have been verified and are ready for payment.
- Provide the BASC an invoice for services on a monthly basis including an accurate report consisting of:
 - The Referee and Assistant Referees assigned to each game and confirmation of attendance of each Referee and Assistant Referee.
 - The Referee and Assistant Referee no shows along with the reasons for such.
 - Games missed in the scheduling of referees along with the reasons for such.
- Required to complete and pass a Volunteer Disclosure Form/background check each year.
- Hold and maintain certification as a registered USSF Referee Assignor at the CONTRACTOR's own expense.
 - Ensure any person(s) acting for CONTRACTOR in fulfilling the contract shall hold and maintain the same and have full working knowledge of all the CONTRACTOR's Duties and Responsibilities in compliance with the General Provisions of the contract.
- Physical ability to stand and walk for long time periods and be able to lift/carry boxes or items weighing 30 pounds or more.
- Inform the BASC of general referee assignor issues.
- Communicate with the BASC and referees via telephone, emails, ArbiterSports and meetings to promote efficient and timely scheduling for games.
- Respond to requests for information from the BASC within five business days of receipt.
- When requested, attend BASC board meetings to report to the executive board a summary of referee assignor business and answer questions.

COMPENSATION SCHEDULE

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Compensation Schedule:

The Broken Arrow Soccer Club shall compensate the CONTRACTOR according to the following schedule:

- \$ Bid Amount for each Referee and each Assistant Referee per game and/or scrimmage completed as assigned, or substituted as necessary to replace another Referee or Assistant Referee.
 - For U6 through U10 age group games a Referee shall be assigned.
 - For U11 through U19 age group games a Referee and two Assistant Referees shall be assigned.
 - For BASC tournaments the same referee assignments shall apply unless agreed upon in advance and in writing by both parties.
 - For BASC scrimmages which the referee assignor assigns a referee/s to the match.
- The same rate shall be paid for Referees and Assistant Referees who are assigned and present at game time for a game which is subsequently forfeited.
- The same rate shall be paid for Referees and Assistant Referees who are assigned and present at game time for a game which, by no fault of the CONTRACTOR, was not properly rescheduled.
- The same rate shall be paid for reassignment of games which are rescheduled due to "Acts-of- God" and inclement weather, which merits the City of Broken Arrow or the BASC to close ISSC (the CONTRACTOR shall be paid for the initial assignments and the reassignments).
- The same rate shall be deducted from the CONTRACTOR's compensation for any missed assignment by the fault of the CONTRACTOR.
- A mileage rate of \$0.53.5/mile shall be reimbursed for use of a personal automobile in performance of approved services only when pre-authorized by the BASC.
 - Travel to/from a regular work location is not considered reimbursable mileage.
 - A detailed submittal of dates, times, locations, purpose and mileage shall be submitted to the BASC.

BID FOR 2018 BROKEN ARROW SOCCER CLUB REFEREE ASSIGNOR POSITION

Bid, resume and application for this contract labor position may be sent in writing via email, fax or USPS to Broken Arrow Soccer Club. Email to: info@bascok.com Fax to: 918-516-0664 or mail bid to: BASC, P.O. Box 872, Broken Arrow, Oklahoma, 74013.

Bids, resume and application will be received through January 1, 2018.