

ASSIGNMENT CHAIRPERSON’S CONTRACT AND RESPONSIBILITIES

FROM _____ TO _____, 2-year Contract

NAME: _____ **SOC. SEC. #** _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE #: _____ **FAX #:** _____

CELL #: _____

ACTIVITY: _____

STIPEND: \$ _____

The following duties and responsibilities are to be fulfilled in a satisfactory manner during the term of this contract:

1. The Chairperson shall be responsible for “contracting” the officials he/she has assigned for all interscholastic athletic contests. The official should have current up-to-date IHSA registration. The assignment of unregistered officials to any SWSC contests could result in the termination of this contract.
2. Assignment Chairs are prohibited from collecting any fees from or requiring officials to attend clinics/schools in order to be assigned to SWSC contests.
3. The Chairperson shall communicate in writing the “Duties and Expectations of Officials” to each official as well as the SWSC guidelines for that sport. This document must be signed by the official and returned to the Assignment Chairperson to be kept on file.
4. One month prior to the start of each sport season, the Chairperson shall provide each Athletic Director with:
 - a. Two copies of a master schedule for each appropriate level listing the officials assigned to each contest. The list should be complete unless approved by the Athletic Directors’ Board of Control.
 - b. Two copies of all SWSC officials listing their names, addresses, telephone numbers, social security (when possible) and IHSA numbers. This list should be updated throughout the season.
5. The Chairperson shall provide the President of the SWSC Athletic Directors with one extra copy of the Master Schedule and Officials List to be passed on to the SWSC Principals as requested.
6. When changes of assigned officials are made, the Athletic Director of the host school must be notified by mail, fax or phone call prior to the athletic contest.
7. When the host school makes changes to the Master Schedule, the Assignment Chairperson is responsible for assigning/reassigning officials.

- 8. The Chairperson will provide each school with two lists of officials for the purpose of rating in a timely manner. A rating sheet “Summary” will be provided to the President of the SWSC Athletic Directors prior to the final compensation date.
- 9. The Chairperson shall provide each Athletic Director with an emergency/alternative phone number or contact person for times when he/she is not available.
- 10. Assignment Chairpersons are to submit a yearly summary of expenditures to the Athletic Directors. This summary is due prior to the final compensation date for the sport season. It should include the following:
 - a. Total expenditure:
 - b. Printing costs (if any)
 - c. Postage costs (if any)
 - d. Telephone costs (if any)
 - e. Other expenses (if any)
 - f. Number of contests assigned-include a breakdown of changes, cancellations and reassignments.
 - g. Rationale for any possible salary increase.
- 11. If any duty were not completed in a satisfactory manner, the Athletic Directors’ will adjust the unsatisfactory portion, and a portion of the salary as determined by the Athletic Directors’ would not be paid.
- 12. Compensation for the Assignment Chairperson will be made in 2 equal installments according to the following schedule:

August 1	Football, Girls Volleyball, Boys Soccer, Girls Swim, Scheduler
December 1	Football, Girls Volleyball, Boys Soccer, Girls Swim, Girls & Boys Basketball, Wrestling, Boys Swim, Gymnastics, Historian, Scheduler
April 1	Boys Swim, Boys & Girls Basketball, Wrestling, Gymnastics, Baseball, Softball, Boys Volleyball, Boys & Girls Water Polo, Girls Soccer, Scheduler
June 1	Baseball, Softball, Girls Soccer, Boys Volleyball, Boys & Girls Water Polo, Girls Soccer

Each payment is subject to approval of the Athletic Directors and Principals.

Assignment Chairperson _____ **Date:** _____

President, Athletic Directors’ _____ **Date:** _____

President, Principals’ _____ **Date:** _____