



DANDENONG BASKETBALL ASSOCIATION REFEREE POLICY



POLICY NAME: Digital Sign Off and Bank Payments JUNE 2013
POLICY NUMBER: DBAREF013-005.1

Purpose:

To provide clarity on the process to follow regarding digital sign offs by referees to acknowledge the games they have officiated and ensure accurate payment in a timely manner by Dandenong Basketball Association.

Procedure:

At the conclusion of the Referee's final game for the session, the referee is responsible for finding the Session Supervisor who will be responsible for ensuring the games allocated to the referee are accurate.

The Session Supervisor will show the referee the games they were allocated during the session, with the associated game payments and a total amount payable. The referee will then be asked to "Acknowledge" these games by entering their Referee Manager password and pressing "Validate".

DBA will process payments directly into the account supplied within Referee Manager each business day.

Failure to follow Penalty:

Failure to acknowledge games will result in non payment to the referee.

Once acknowledged, through contacting the relevant supervisor and getting them to allow the referee to acknowledge their games, this payment will be added to the "Back Pay" file. The referee can also come to the stadium to have their games acknowledged by seeing the Reception staff member on duty during business hours.

Failure to supply Bank Details or incorrect Bank Details will result in the payment being added to the "Back Pay" file.

"Back Pay" will be processed weekly for those that update the details required or are able to acknowledge the games they had not acknowledged. This will be done on a day suitable to the DBA Finance Manager and only more regularly at their discretion.

