**LONDON AMATEUR BASKETBALL LEAGUE**

**Appointment Policy Season 2015/2016**

1. **What We Provide**
	1. The London Amateur Basketball League (LABL – the ‘league’) provides an officials’ appointment service to schools, universities, colleges, and Junior National Basketball League (Jnr. NBL) clubs within the London area.
	2. Our entire pool of officials is registered and licensed with Basketball England. We do not appoint officials who have been suspended in our league or in any other league in the UK.
2. **Procedure for Booking Officials:**

**First time users**

* 1. A first time user is one who has not registered and used our service within this season.
		1. First time users of this service should read this document in full and send an email response to the league secretary on jlcelorio@yahoo.co.uk stating that you agree to the terms and conditions set out herein this document.
		2. The league secretary will then send a response email to you, stating that we acknowledge your acceptance of the terms and conditions and with details of when we will commence the service to your club.
		3. Once you have received this email confirmation from us, you become fully registered with us. You must book officials using the procedure as defined under ‘users’.

**Existing users**

* 1. Existing users are those who are already registered with us and have used our service at least once within the season.
		1. Existing users should follow the procedure for booking officials as defined under ‘All users’.

 **All users**

* 1. All users (both first time and existing) are required to request new bookings using our online form ‘New Booking’ found at [www.londonamateurbasketball.co.uk/clubcorner/bookings/add-new](http://www.londonamateurbasketball.co.uk/clubcorner/bookings/add-new)
	2. All users are required to inform us about amendments (including postponements, change of venue, change of time, change of team name) and cancellations to bookings using our online form ‘Amend/Cancel a booking’ found at [www.londonamateurbasketball.co.uk/clubcorner/bookings/amend](http://www.londonamateurbasketball.co.uk/clubcorner/bookings/amend)
	3. The fee is £35 per season for a club with up to two teams. Clubs with three teams or more would need to pay £45 per season. All clubs using our service will need to pay a £60 deposit. All payments (service fee and deposits) must be paid up front
	4. The team working with appointments within the league needs at least a week of notice to appoint officials to your games.

Jose L Celorio, League Secretary

London Amateur Basketball League