

# STAFF CONFIRMATION FORM

Staff # \_\_\_\_\_

Date Sent \_\_\_/\_\_\_/\_\_\_

Revised and Sent \_\_\_/\_\_\_/\_\_\_

Revised and Sent \_\_\_/\_\_\_/\_\_\_

**IMPORTANT** - If you are a selected Tournament Referee please check the website [www.nblskil.com](http://www.nblskil.com) and click on SKITA and print a copy of the rules and bring them with you.

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This note is to confirm our verbal and binding agreement that you will be a part of our tournament staff. When you arrive at the tournament please go to the Officials' Booth immediately and pick-up your staff envelope.

1. Job Description - \_\_\_\_\_

2. Staff Duty days and times

T _____	F _____	S _____	S _____
T _____	F _____	S _____	S _____
T _____	F _____	S _____	S _____
T _____	F _____	S _____	S _____
T _____	F _____	S _____	S _____

3. Hotel - \_\_\_\_\_

- Nights we're providing for you T F S S

- \_\_\_\_\_

4. Financial obligations

- By you \_\_\_\_\_ for \_\_\_\_\_, due at your check-in at the Officials Booth.

- By us \_\_\_\_\_ for \_\_\_\_\_, available at Officials' Booth on \_\_\_\_\_.

5. Other \_\_\_\_\_

Your receipt of this letter confirms our commitments to each other. We may not contact you by phone again before our tournament. You may call us at any time for reassured confirmation, otherwise we're expecting you to be on time.

Please abide by your commitment to us and remember that timeliness and attendance of all your scheduled meetings and work hours are of the utmost importance for us when considering to use you as staff again.

See you at the (tournament) \_\_\_\_\_

Thanks for your valued support,

\_\_\_\_\_  
Signature