SANTA CRUZ COUNTY BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

1. Statement of Purpose

To provide the most competent, professional officials to serve high school games, for the schools and leagues in the service area of the SCCBOA

2. Schools Served

Aptos, Harbor, San Lorenzo Valley, Santa Cruz, Scotts Valley, Soquel, and other contracted area middle schools and high schools located in Santa Cruz County.

3. Membership Guidelines

A. Discrimination Policy: No person shall be denied membership or access due to race, color, creed, religion, sex or national origin. However, members may be summarily dismissed from the SCCBOA for the remainder of the current school year for breech of contract.

B. The six listed descriptive terms shall not be a factor in the operation and governance of the SCCBOA, nor determine the receiving of assignments, level of assignments issued, having membership, or holding office in the Association.

4. Process/Qualification for Membership

A. Candidate shall attend the required number of training sessions and meetings pursuant to Article VI of the SCCBOA Constitution.

B. The SCCBOA adheres to the policies set forth by the CIF and Central Coast Section: C. As outlined in Article VI, candidate shall complete a minimum of 18 hours of classroom instruction and on-court training, (which may include credit for attending approved outside training sessions in other associations, provided these are documented by that association's Assignor).

The SCCBOA's 18-hour program shall include:

1. A Rules forum with special emphasis on new rules and current rule interpretations from the National Federation.

2. A Mechanics forum with special emphasis on standardizing NF mechanics.

3. A Testing and/or Evaluation program to determine comprehension of the rules, rule interpretations and mechanics.

4. Monitored pre-season scrimmages as scheduled by the Administration.

D. Candidate shall pay dues as prescribed by the SCCBOA

E. Candidate shall be available to officiate scheduled games, per candidate's availability Calendar on Arbiter.

F. Candidate shall achieve a minimum qualifying score of 70% on the NF rules examination as administered by the SCCBOA, or another certified officials association. G. Candidates comply with California State Law dealing with independent contractor status. All Officials are required to fill out a W-9 before they may officiate their first game.

H. Candidates shall comply with any other requirements of the SCCBOA.

5. Process for Leave of Absence/Resignation

A. Leave of Absence: Any member in good standing may request in writing a leave of absence for a period not to exceed one year. Such member shall be place on inactive status and shall not be entitled to the rights and privileges of this association. At the end of the leave of absence, the member may restore himself/herself to active status by paying dues for the current year and by complying with other requirements for good standing in this association. The classifications (ratings) of an official returning from a leave of absence shall be determined by the Executive Committee.

B. Resignation: A member may voluntarily resign at any time. If a resigned member should re-apply his/her application would be treated as that of a new member.

6. Process for Suspension / Expulsion

A. In the event that a member of the association fails to comply with the rules for active membership, the Director shall have the power to suspend the member up to a period of fifteen (15) days. In the event that any member is suspended (suspension must be upheld) more than once during any school year, that member may be dropped immediately from the membership of the association and will forfeit all dues and assignments. B. Any appeal will be governed by SCCBOA association bylaws.

C. Any and all proceedings regarding expulsion will be confidential.

7. Reinstatement:

A. A member who has voluntarily requested a leave of absence may reapply as indicated in this Policies & Procedures

B. Members who are suspended for any reason may appeal such suspension to the Executive Committee or by submitting in writing a copy of their case to the Executive Committee and assuming any financial responsibility (postage, phone calls, mileage, etc.) that may be incurred by committee members in arriving at a decision on the matter.

8. Member Status

- A. SCCBOA members are independent contractors.
- B. Membership spans the normal basketball season, from training classes through league playoffs.
- C. Each candidate shall show proof of insurance prior to working his/her first game.

9. Due Process

A. The executive committee may fine and/or place an official who has violated the SCCBOA constitution on probation up to a period of a year.

B. For each violation, a fine cannot exceed the top amount that an official could earn by an assignment in his/her particular sport.

C. The official will be notified of the decision in writing.

D. After the probation period has lapsed, the executive committee may reinstate or exclude the official.

10. Management Structure

A. The SCCBOA shall be governed by a Director, Supervisor, and an Executive Committee.

B. The Director presides over all meetings of members, and may call special meetings of the membership or of the Executive Committee. The Director makes any necessary appointments as indicated in the Constitution, not to extend beyond his/her term of office. The Director establishes and maintains close liaison with the Commissioner. The Director maintains operation of the SCCBOA, including monitoring of meeting attendance, maintaining a roster of active members, maintaining a roster of coaches, athletic directors and school principals, keeping minutes of all meetings, handling financial duties for the Association, and maintaining correspondence.

C. The Supervisor serves in the absence of the Director and participates as needed in Director's activities. Supervisor serves as chairman of the public relations committee and works actively to promote the spirit of good sportsmanship and respect for the authority of principals, coaches and officials, and organizes and oversees the training of officials.

11. Operational Information

A. Meetings. The SCCBOA schedules a series of meetings and scrimmages prior to each season. Each meeting includes time spent learning the rules by going over sections in the NF rules book until all sections have been covered. Additionally, each official is required to attend an SCCBOA-provided seminar on sexual harassment before they may officiate their first game.

B. Records: SCCBOA records are maintained by the Director and are stored in a location approved by the Administration.

C. Dues: will be established annually by the Administration, and will be collected by the Director. These funds will be maintained in the SCCBOA bank account. (Dues are not required for accreditation.)

D. Finances: Records will be maintained by the Director, who will issue a yearly financial statement. SCCBOA funds will be kept in the SCCBOA bank account.
E. Governance Procedures: The elected Administration will be responsible for policy and decision making for the SCCBOA. Any decision of the board may be appealed to the general membership upon the written request of a minimum of five members.
F. Election Procedure: The Executive Committee shall be elected for terms specified in

the SCCBOA Bylaws. These elections will be conducted among the general membership, yearly. Only SCCBOA members are eligible to run for office.

12. Policies Pertinent To Officials

A. Training: Consists of a minimum of 18 hours of classroom instruction and court clinic instruction, which meet California Officials Association Accreditation Commission guidelines.

B. Evaluation Process. Officials are evaluated by members of the Executive Committee during the course of the season. Officials will be ranked accordingly: Lead, Varsity, General, Supplemental, and Trainee, as outlined in the Bylaws.

C. Assignment of Officials.

- 1. Assignments are issued periodically during the season.
- 2. Officials shall be assigned based on their classification, and the game schedule.
- 3. Post-Season Assignments are drawn from Lead and Varsity Officials who are eligible for assignment. Officials from the General pool may be assigned, as

necessary. The Assignment Committee shall consist of the Administration, and an Independent Evaluator, if hired.

- 4. Officials MUST telephone or email their partners <u>no later than one day prior</u> to the game to confirm that they are working their next scheduled game together. They must receive return confirmation. If an official fails to contact their partner(s) and speak to them, and the partner doesn't show for the game, the official who shows will not receive extra pay.
- 5. If an Official attempts to contact his/her partner and speak directly to them, and that partner does not show for the game, the no-show partner will be fined a full game fee and be suspended for a minimum of one game. Double bookings that lead to no-shows at SCCBOA assigned games shall not be tolerated, and may be grounds for additional disciplinary action by the Administration.
- 6. Generally, the Director and Supervisor will assign the highest-rated officials in descending order for each assigning period.
- 7. Assignments will generally be issued in an equitable number of games, as determined by the game schedule, level of games on a given date, and the Official's availability calendar posted on Arbiter.
- 8. Pay Scale for games shall be established and presented to Officials prior to the season.
- 9. Availability: The Official is responsible for keeping his/her availability up to date on the Arbiter website (arbitersports.com). Initial availability calendar must be posted by the second scheduled meeting of the season.
- 10. Officials who are assigned a game based on their availability and then decline the assignment may be assessed a "turn back" fee. The official may appeal the fee by contacting the Executive Committee.
- 11. Procedure for turning back games: If for any reason an Official cannot work an assignment the Director or Supervisor shall be contacted ASAP. Understanding that "things do happen," the policy for turning back games will be a requested minimum of two days notice, prior to that game. The Director or Supervisor will determine a replacement Official, from the current standby list. If a replacement is found via Arbiter, there will be no reassignment fee. If a replacement is found via the telephone, there will be a \$3 reassignment fee.
- 12. Assignments turned back the day before a game are subject to a \$5 reassigning fee. Assignments turned back the morning of the game are subject to a \$10 reassigning fee. Assignments turned back less than two hours to game time are subject to a \$20 reassigning fee.
- 13. There is no refund for games turned back by the official, unless it was the Director's or Supervisor's error, i.e., the official was assigned to work on a day which the official marked as unavailable on his/her availability calendar. If an Official feels he/she should receive a refund, they may appeal in writing to the Executive Committee.
- 14. If the Director or Supervisor cannot be reached in time to fill the assignment, the Official must arrange a last-minute replacement, and issue a detailed written report to the Director or Supervisor explaining this process.

- 15. If there is less than 24 hours between the time of cancellation and game time, the Official will also notify his/her scheduled partner.
- 16. Once an Official starts the contest he/she shall not be removed, unless an injury occurs.
- 17. It is the responsibility of the Administration to invoke any discipline it feels appropriate for violation of this policy as outlined in C, 8-15.
- 18. Reporting to the game site: All Officials are required to report to the game site no less than 30 minutes prior to the scheduled start time. It is <u>mandatory</u> that Officials be on the floor to observe pre-game warm-ups and attend to court and scorer's table setup no less than 15 minutes prior to the scheduled start time. Officials who have worked a just-completed preliminary game are required to stand by on site, until both new Officials have arrived.
- 19. Policies for late-arriving Officials: Any Official who arrives at the game site inside 15 minutes of clock countdown time shall be assessed a fine. Captains and Coaches are to be called for Pre-Game Conference a maximum of 5 minutes, to a minimum of 3 minutes prior to game start time. Once this procedure has been initiated, any Official who arrives late will thereby forfeit the game to one of the standby Officials. The Director or Supervisor shall be notified of this incident.
- 20. Repeated tardiness by an Official in reporting to the game site on time shall result in further disciplinary action.

13. Recruiting of Officials

A. The SCCBOA uses media advertising, school contacts, and current members to recruit new Officials.

B. The level of recruiting will be established by the need for new Officials. However, the SCCBOA always encourages interested persons to apply.