

SANTA CRUZ COUNTY BASKETBALL OFFICIALS ASSOCIATION
POLICIES/PROCEDURES

1. Statement of Purpose

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

A. Schools Served

Aptos, Harbor, Pacific Collegiate, Saint Francis, San Lorenzo Valley, Santa Cruz, Scotts Valley, Soquel and Watsonville high schools

B. Geographic Area

Santa Cruz County

2. Definition of Membership

A. Policy Prohibiting Discrimination

1. No person shall be denied membership or access due to race, color, creed, religion, sex or national origin.

a. None of the above shall be criteria for the receiving of assignments.

b. None of the above shall be criteria for the level of assignments received.

c. None of the above shall be criteria for holding office.

d. Race color, creed, religion, sex or national origin shall not be a factor in any portion of the operation and Governance of the SCCBOA

B. Process/Qualification for Membership

1. Must attend the required number of training sessions and meetings pursuant to SCCBOA policy:

Additionally, we adhere to the policies set forth by the CIF and Central Coast Section:

CLASSROOM INSTRUCTION/FIELD CLINIC: There must be a minimum of 18 hours of classroom instruction and on-field training, which may include credit for attending approved outside training. The instruction shall include the following:

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

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

C. A Testing and/or Evaluation program to determine comprehension of the rules and mechanics

D. Pre-season scrimmages will serve as the official clinic for the association. Those unable to attend the scrimmages at a preseason game may either mentor a lower-ranking official or be mentored by a higher-ranking official, for make-up credit.

2. Must pay dues as prescribed by the SCCBOA

Must be available to officiate scheduled athletic contests

4. Must participate as required by the local association in pre-season scrimmages and practical training sessions.

5. Must receive a qualifying score of at least 70% on a rules examination as set by the SCCBOA.

6. Must comply with California State Law dealing with independent contractor status. All officials are required to fill out a W-9 before they officiate their first game.

7. Must comply with any other requirements of the local association

C. Process for Leave of Absence/Resignation

1. 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 placed 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 of the sport or sports worked by that official.

2. 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.

D. Process for Suspension / Expulsion

1. In the event that a member of the association fails to comply with the rules for active membership, the president 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.

2. Any appeal will be governed by SCCBOA association bylaws.

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

E. Reinstatement:

1. A member who has voluntarily requested a leave of absence may reapply as indicated in this document.
2. 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 each member thereof 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.
3. Any member who is recommended for a suspension by an executive committee may appeal such suspension to a two-thirds majority of the membership at any scheduled meeting or a special meeting called by the president.

F. Member Status

1. SCCBOA members are independent contractors.

G. Due Process

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.

1. For each violation, a fine cannot exceed the top amount that an official could earn by an assignment in his particular sport.
A. The official, who will be notified of the decision in writing, will be prohibited from working further assignments until the fine is paid.
2. After the probation period has lapsed, the executive committee may reinstate or exclude the official.
3. The official in question may appeal the decision of the executive committee to the general membership which can vote to support or over rule the action of the executive committee by a two-thirds majority.

H. Clarification of Liability

1. Each official is required to show proof of insurance before they officiate their first game.

1. Management Structure

1. The SCCBOA shall be governed by a Board of Directors consisting of a president, president-elect, secretary, treasurer and at-large member.

President

- A. Presides over all meetings of members and executive committee.
- B. Calls meetings of the executive committee and special meetings of the membership.
- C. Makes appointments as indicated in this constitution not to extend beyond his/her term of office.
- D. Establishes and maintain close liaison with the commissioner.
- E. Appoints a nominating committee to present a slate of officers as indicated in section 5.
- F. With the treasurer, signs all checks for bills approved by the executive committee.

President-elect

- A. Serves in the absence of the president.
- B. Serves as chairman of the public relations committee and work actively to promote the spirit of good sportsmanship and respect for the authority of principals, coaches and officials.
- C. Works closely with the commissioner to organize and oversee the training of officials.

Secretary:

- A. Takes attendance.
- B. Maintains a roster of active members.
- C. Maintains a roster of coaches, athletic directors and principals.
- D. Keeps minutes and other materials.
- E. Maintains correspondence.

Treasurer

- A. Oversee financial operations of association.

At-Large member:

J. Operational Information

1. Meetings. The SCCBOA schedules five to six meetings and one to two scrimmages per 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.
2. Records: SCCBOA records are maintained by the secretary and are stored in a location approved by the governing board.
3. Dues: Will be established annually by the governing board, and will be collected by the treasurer. These funds will be maintained in the SCCBOA bank account. (Dues are not required for accreditation)
4. Finances: Records will be maintained by the treasurer who will issue a financial statement, yearly. SCCBOA funds will be kept in the SCCBOA bank account.
5. Governance Procedures: The elected governing board 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 five members.

6. Election Procedure: The governing board 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.

K. Policies Pertinent To Officials

1. Training: Consists of a minimum of 18 hours of classroom instruction and court clinic instruction, which meet California Officials Association Accreditation Commission expectations.
2. Evaluation Process. Officials are evaluated by members of the Executive Committee during the course of the season. Officials will be ranked accordingly:
 - a. The lists are as follows:
 1. Preferred official: Pass an examination with at least a 90 percent score. Capable of, and willing to act as referee or chief official for varsity games. Exerts leadership in developing the objectives of the association including the training of younger/newer officials.
 2. General 1: Pass an examination with at least an 80 percent score. Capable of serving as an official at varsity games.
 3. General 2: Pass an examination with at least 80 percent score. Capable of serving as an official at varsity games when teamed with, higher rated officials.
 4. Supplementary: Pass an examination with a score of at least 70 percent. Capable of officiating at preliminary (JV/FR) games when teamed with a higher rated official.
 5. New trainee: Pass an examination with a score of at least 70 percent. Members need appreciable support in order to officiate.

L. Assignment of Officials.

1. Post-season Assignments: All Preferred and G-1 officials are eligible for post-season games, providing they have met all eligibility requirements. The Assignment Committee, which consists of the four members of the Board of Directors and the Independent Evaluator, will then determine the post-season assignments.
2. Level of Assignment: Officials will be assigned based on what list they are listed.
2. Assignment Period: Games are assigned twice a season, at the beginning of the non-league season and at the beginning of the league season.
3. Officials MUST telephone or email their partners no later than one day prior to the game to confirm that they are working said game together. They must receive return confirmation, too. If an official fails to contact their partner and speak to them, and the partner doesn't show for the game, the official who shows will not receive extra pay. The partner who doesn't show will be fined a full game fee

and be suspended for a minimum of one game. If it is determined that the reason the official didn't show is because they were double-booked, they will be fined an additional \$25.

4. Generally, the Assignor will assign the highest rated officials in descending order for each assigning period.

5. Number of Assignments: Generally, all officials except New officials will receive the same number of games, but games will be assigned on a curve, with the Preferred and G1 officials receiving varsity games and the G2 officials receiving mostly junior varsity and freshmen games. Supplementary and Trainees will be assigned with a more-experienced and high-rated official at the freshmen levels.

6 Pay scale: Varsity, \$57; Junior Varsity, \$46; Freshmen, \$43; Middle School, \$27. Officials who have not met eligibility requirements will be paid 75% of the maximum fee schedule, as encouraged by the Central Coast Section. That figures out to \$42.75, \$34.50, \$32.25 and \$20.25, respectively. Officials will be paid at every meeting for games they have done to that point. Officials will buy the games from the SCCBOA at the rate of \$3 per game. This amount will be reviewed yearly.

7. Availability: The individual official is responsible for keeping his/her availability up to date with the assignor. Initial availability sheets must be turned in to the assignor by the second scheduled meeting of the season.

8. Procedure for turning back games: If for any reason you cannot complete and assignment the assignor needs to know ASAP. Understanding that "things do happen," the policy for turning back games will be a minimum of 48 hours notice. If you want to get someone to fill-in for you, you must call the assignor to get the names of officials who are in line to officiate the next game that becomes available. There is no refund for games turned back by the official, unless it was the Assignor's error, i.e., the Assignors assigned the official to work on a day which the official marked as Unavailable on their Availability Sheet. If an official feels they should receive a refund, they may appeal in writing to the Executive Committee.

9. If the Assignor cannot be reached in time to fill the assignment, the official must officiate the game.

7. If there is less than 24 hours between the time of cancellation and game time, the official will also notify his/her scheduled partner.

10. Once an official starts the contest he/she should not be removed, unless any injury occurs.

11. The scheduled official will work the contest as long as he/she is prepared to officiate at the start of the event.

12. It is the responsibility of the governing board to invoke any discipline it feels appropriate for violation of this policy.

M. Recruiting of Officials

1. The SCCBOA uses media advertising, school contacts, and current members to recruit new officials.
2. The level of recruiting will be established by the need for persons to officiate contests. However, the SCCBOA always encourages interested persons to apply.