Kaufman County Basketball Officials Association

2022 – 2023 Policies & Procedures

**The Board of Directors** has adopted or updated the following KCBOA policies for the 2022-2023 season. These policies reflect the basic expectations as members to serve our schools in the most professional manner. KCBOA strives to meet the highest level of integrity and these policies help to clarify our chapter bylaws. The policy may be revised or updated as necessary, by the Board, but any revisions will result in at least one form of communication to the members via chapter meeting or Arbiter email, and updates to our chapter website.

**The Board of Directors** will annually review the chapter by-laws and the chapter policies. The Board of directors is as listed in the chapter bylaws and is empowered to act on any issue not specifically covered in the policies or bylaws. Elected board members shall not seek dual membership and all efforts should be 100% towards KCBOA.

**Assignment Secretary:** Shall be hired by the KCBOA Board of Directors annually. The contract is in alignment with Article VI of KCBOAs By-laws. The assignment secretary is responsible for all game assignments utilizing the scheduling software approved by the Board of directors. The assignor must also be available by telephone and email during the day to address chapter business. Check email and voice mail often and provide prompt responses (within 24 hours or sooner given the circumstances) to questions/concerns from coaches, referees, etc.

The assignment secretary shall serve as a non-official member of the Executive Board without voting privileges.

**Member Representative:** Shall attend all meetings and represent the interests of the rank-and-file membership.

**Committees:** Any committee special or otherwise not listed below, will be appointed by the KCBOA Chapter President, and approved by the Board of directors.

* **Rules and Mechanics Interpreter:** This position will be composed of an experienced and well-respected official that will help clarify any rule decisions or interpretation of the rules for proper officiating by Chapter members.
* **THSBOA Representative**: This position works solely with the state organization (THSBOA) to ensure KCBOA has representation at the state level and delivers imperative information back to the member body.

* **Ethics Committee:** The committee shall decide its chairperson from amongst its committee members. The Chairperson when available will attend board meetings to offer any ethical suggestions or recommendations. The ethics committee will be responsible for reviewing and investigating any issues or concerns that are submitted in writing to either the Membership Representative, Board of Directors, or directly to the Ethics Committee. Upon completion of the investigation of the Ethics Committee, a written report along with recommendations will be submitted to BOD. These are only recommendations, and the BOD has complete authority to accept or decline the recommendations or impose their own sanctions upon completion of the hearing, but any sanctions should closely follow the policies and chapter bylaws.

**MEMBER DUES/TEST REQUIREMENTS:** Per bylaws Article III, Section 1-3: Members are in good standings once all dues, State and Local, and all required tests have been completed. BOD will instruct the Assignor Secretary to hold all schedules until after Sept 1. Per bylaws, Members who have not paid their dues by August 31 shall be assessed a late fee. Those members who do not pay their dues by the deadline set shall be deemed not in good standing and ineligible to participate in any chapter activity until financial obligations are satisfied.

**POSTSEASON REQUIREMENTS:**

* Be a Member in Good Standing (overall steward of the chapter) as defined by the bylaws and chapter policies (no probations, ethic violations, missed assignments, or other mentioned in the code of ethics section of the bylaws)
* Dual members with KCBOA as their primary chapter.
* State/ local dues paid by August 31. **(Effective 2022-2023 season)**
* Work at least fifteen (15) KCBOA varsity assignments. No more than five (5) of the KCBOA varsity assignments may be tournament assignments.
* Score of 90% or better on the following tests: Rules, Mechanics 2/3 person.
* Attended 5 of 8 scheduled Chapter meetings (virtual or in-person)
* Must work 3 middle school assignments (1 day = 1 assignment)
* Participate in 2 or more scrimmages.

**REGIONAL AND/OR STATE GAME REQUIREMENTS:**

* Any member official who attends KCBOA Training Camp.
* Participate as evaluators at the KCBOA Training Camp.
* Officials selected for state have previously worked a regional.
* BOD selects the top 25% of eligible officials based on the above requirements.

**Transfer / Dual membership officials:**

* Transfer officials who attend KCBOA training camp and meet all requirements listed above will be eligible for regional / state selection.
* Transfer officials who DO NOT attend KCBOA training camp will be eligible for postseason games only (bi-district/ area/ quarterfinals) if requirements are met.
* Dual members who do not designate KCBOA as their primary chapter will not be considered for postseason assignments unless the official is requested by a coach. Primary affiliation cannot be changed after November 1st.

**Additional General Chapter Policies:**

1. All members of KCBOA are expected to know the meaning and application of the rules and mechanics of the game of basketball. Members must be responsible for continued self-improvement through the study of the National Federation Rules and Mechanics.
2. All members of KCBOA are expected to be well-groomed, including clean and neat regulation uniforms. This includes the official shirt, jacket for varsity contest, pants, shoes, socks, two (2) whistles, and a black lanyard. This includes business casual attire worn to varsity game assignments.

1. The designated/assigned R should contact co-officials 48 hours before any contest to ensure everyone has the game assignment. ALL are ultimately responsible for contacting one another at least twenty-four (24) hours before the game, confirming the assignment.

1. Members of KCBOA shall never take illegal substances (drugs, firearms) inside schools or game sites. Drinking intoxicating beverages and the use of tobacco products are prohibited until the assignment is complete.
2. Members of KCBOA shall not discuss or share details on other officials or chapter details of this Chapter with coaches, other school representatives, other chapters, or fans that can be considered critical. All criticism of a member should be to the member.

1. In accordance with the state governing body policy, an official shall not officiate a game for any school where: A) Official has relative(s) who are student(s), player(s), or employee(s). B) Officials graduated from either school less than 10 years prior. C)
2. Officials should notify the assignor of any conflict well in advance. D) Exception is Tournament, but all attempts to switch contests or notify both coaches before the game of the conflict for approval to work the game.

1. Members of KCBOA shall NOT use assigned games as a vehicle to express personal opinions on social, political, or religious subjects. In addition, filming officials and posting on social media with comments positive or negative requires each official’s approval. Without approval, this infraction would be considered a violation of bylaws on criticism of members.
2. Member game, and or travel fees for all scheduling conflicts in which officials travel to game sites and games are canceled or double-booked without notification shall be paid by the member school or the assignor.

1. No Call No Show $25 to the assignor for 1st offense. Second offense $50 to the assignor and referral to the Board.

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| **Number of Same Occurrences reported** | **Penalty** |
| 1 | Written or Verbal reprimand (President/VP) |
| 2 | Forfeiture assignment can be considered by Board/Assignor on repeating offenses |
| 3 | Ethics committee review upon recommendations |
| 4 | Removal for the remainder of the season. |
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**Game Assignments/Acceptance/Turnback**

* Officials will be required to maintain their schedule of availability to officiate games thru

the website and will be required to log in daily to verify assignments or reassignments.

* Officials shall be required to accept or reject their assignments via the web within 72

hours or will be subject to being unassigned from the contest. \*

* Requesting to be removed from an assignment that has been accepted may be subject to the following fines:
  + Request to be removed more than 72 hours before scheduled game, no penalty levied.
  + Request to be removed less than 72 hours before and not on the day of the scheduled game, a penalty of $5 levied payable to Assigning Secretary.
  + Request to be removed on the day of the scheduled game, a penalty of $10 levied for the first occurrence,

$20 levied for the second occurrence, and $30 levied for third occurrence and subject to removal from future scheduled games. All fines are payable directly to the Assigning Secretary.

Failure to pay reassignment fees will result in removal from all future games.

*\*Consideration will be given when assignments are made within 24 hours of the contest.*