



2016 - 2017 Operating Procedures

NORTH TEXAS BASKETBALL OFFICIALS ASSOCIATION (Referred to as NTBOA or Chapter)

NTBOA character and inclusivity statement:

The North Texas Basketball Officials Association embraces the value of the diversity in its membership as well as with the schools we service. Our desire is to (within reason) utilize the strength of uniqueness in order to facilitate a meaningful growing athletic experience for the members of our chapter, the young men and women who are competing, the coaches who are working, and the various supporters of each category that is free from judgment or improper treatment. In order to project the type of acceptance and stereotype-free experience mentioned, we recognize as an organization the need to lead that charge within our own association first. The NTBOA recognizes the reality that every individual has the right to feel safe to express ideas that differ from those held by other members of the community. However, all persons who aspire to be part of our organization must accept the responsibility to demonstrate civility and respect for the dignity of others. Recognizing that the proper balance between freedom of expression and respect for others is not always apparent or easy to achieve, we must continually challenge ourselves and each other in an atmosphere of mutual concern, good will and respect. Therefore, expressions or actions that disparage an individual's or group's ethnicity, gender, religion, sexual orientation, marital status, age or disability are contrary to the mission of the NTBOA, and as such, any individual who commits such acts, intentionally or not, is subject to review by the Internal Review Committee and/or the Board of Directors.

The Board of Directors (BOD or Board) has adopted the following NTBOA Operating Procedures for the **2016 - 2017** season. These procedures may be revised as necessary by the Board to conform to such needs as may arise. The intent of these Operating Procedures is to provide the membership with the methods used by the Board members in the chapter operations. It further details the board's expectations and objectives of the membership in the service to the schools, the Chapter, and to basketball officiating in general.

It is the intent of the Board of Directors that all NTBOA members follow these Operating Procedures and that each member have a copy in their possession or access to one via internet. Suggested revisions should be submitted to the President, in writing. These procedures follow the By-Laws in their structure and will be reviewed and reissued annually by the Board.

ADMINISTRATION OF ANNUAL EXAMINATION:

The Texas High School Basketball Officials Association (THSBOA) website will contain the annual examination, the number of times the test may be taken, and the end date of the examination.

LIFE MEMBERSHIP:

An active member may submit to the Board of Directors a recommendation for an individual to become a life member of NTBOA. The Board will determine the eligibility for this honor. To maintain a Lifetime Membership, one must register with the NTBOA annually and attend at least one meeting.

GAME INCIDENT REPORTING:

Any conflict or confrontation between any official and any player, substitutes, coaches, trainers, team physicians, cheerleaders in uniform, band members in uniform, mascot in uniform, parent or any other persons affiliated with the teams in a contest officiated by the NTBOA, will be reported to either the Chapter President or Coordinator of Officials within six (6) hours of the incident. Other required reporting will be determined based on the initial report. Ejections from the above sources shall be submitted in a written form and reported within a 24 hour period of time after the report.

COMMITTEES:

The following are the active committees for the 2016 - 2017 season and their respective memberships (all chairs will be appointed by the President and approved by majority vote of the BOD):

1. BOARD OF DIRECTORS: This committee will annually review the By-Laws and Operating Procedures of the NTBOA and perform other tasks as directed by the Chapter President. The Board of Directors is composed of the Incumbent of the following elected positions: President, Vice President, Immediate Past President and 4 Representatives at large elected by the membership. The Board of Directors is empowered to act on any issue not specifically covered in the Operating Procedures or Constitution and Bylaws.

2. INTERNAL REVIEW COMMITTEE (IRC):

Charge: The Internal Review Committee will be responsible for reviewing and investigating any issues or concerns that are submitted in writing to either the BOD or directly to the IRC.

Some examples are officials' conduct towards players, fans, coaches or co officials, dress code violations, tardiness or no show to game assignments as well as suspected violation or breach of Chapter Operating Procedures or By-laws. NOTE: These examples are not all inclusive. The official or persons involved in the issue or concern may be asked to meet in person or via phone conference to gather investigative facts. Officials may have their current division representative present for the meeting or phone conference to serve as a witness on their behalf. If the Division Rep is unavailable then a mutually agreed upon person may serve as their replacement.

Upon completion of the investigation of the IRC, a written report along with recommendations will be submitted to the BOD. These are only recommendations and the BOD has complete authority to accept the recommendations or impose their own sanctions. It will be the decision of the BOD to impose sanctions. Person(s) involved will be given proper notice of any action or non-action imposed.

The IRC serves as an independent committee that gathers facts of the issue or concern and then submits that report to the BOD.

Any issue or concern that is deemed severe by the BOD can be handled directly by the BOD without use of the IRC.

The IRC will update the BOD as needed during the course of its investigation.

The President will appoint the Chair of the IRC and its members are selected by the chair and approved by the BOD. Terms are May 1 – April 30.

Lifetime ban and reinstatement procedures: In some instances an individual's actions can be considered so severe and so detrimental to the chapter that the BOD votes unanimously to ban this individual for life. Any individual receiving a lifetime ban may submit a request in writing to the board for reinstatement, prior to the start of the new season. To be reinstated, the BOD must vote unanimously to approve reinstatement.

3. RULES AND MECHANICS COMMITTEE: This position will be composed of an experienced official and will make any rule decisions and interpretation of the rules necessary for proper officiating by Chapter members.

4. REFEREE EVALUATION & FEEDBACK: This committee will be composed of active or inactive experienced members who are available to observe officials in the execution of actual game duties in order to evaluate performance of mechanics to aid in the improvement of the individual officials and the Chapter. Active officials are urged to observe and evaluate other officials and to render an evaluation report to the REF Committee.

5. EDUCATION COMMITTEE: The president shall appoint a member to serve as the Chair for this committee, who is charged with the duty of continuing education for all members of the NTBOA.

6. OFFICIAL RECRUITING & RETENTION COMMITTEE: The president shall appoint a member to serve as the Chair for this committee, who is charged with the duty of recruiting and retaining officials for NTBOA.

7. SCHOOL RETENTION & EXPANSION COMMITTEE: The president shall appoint a member to serve as the Chair for this committee, who is charged with the duty of entertaining the requests for service and retaining schools.

8. OBSERVATION COMMITTEE: The president shall appoint a member to serve as the Chair for this committee, who is charged with the duty of observing members of NTBOA. The members of this committee will observe games, provide feedback and other information to officials while onsite at games. Committee members will also submit a report containing their observations of officials to the assignments team and REF committee.

9. THSBOA REPRESENTATIVE: The President, with Board Approval by majority vote, shall appoint the THSBOA Representative on an annual basis.

10. DIGITAL MEDIA: Oversees all digital media for the chapter.

COORDINATOR of OFFICIALS:

The Board of Directors will select and contract a Coordinator of Officials with a two year contract unless the Board deems necessary to make a change. The second year will be optional, pending a performance review by the board in office during the first year of the contract, at the discretion of the Board without re-posting.

The Coordinator of Officials will select Assistant Assignor(s) and upon confirmation from the Board of Directors the Assistant Assignor(s) shall assist the Coordinator of Officials. If the Board does not confirm that individual, then the Coordinator of Officials shall select someone else until an individual can be confirmed by the Board of Directors.

TREASURER/ADMINISTRATIVE SECRETARY:

The Board of Directors will select and contract an Administrative Secretary with a two year contract unless the Board deems necessary to make a change. The second year will be optional, pending a performance review by the board in office during the first year of the contract, at the discretion of the Board without re-posting.

POTENTIAL CONFLICT OF INTEREST:

In accordance with the state governing body policy, an official shall not officiate a game for any school where:
a.) they have relatives who are students, players, or employees. b.) from which they graduated less than 10 years previous. c.) If a member wants to serve on a board for another basketball officiating chapter they must receive 2/3rds of the NTBOA board approval. Serve means in any leadership role (Board Member, Committee Chair, Consultant, etc) in any organization that is in direct conflict with the mission and goals of NTBOA. Upon request must turn in any meetings notes from said organization.

VARSITY GAME ASSIGNMENTS:

Varsity game assignments will be made by the Assignments team in conjunction with the Varsity Assignments Committee using an official's availability information and a scratch list sent to the Chapter by the coaches who have been provided the full chapter membership roster.

SUB-VARSITY GAME ASSIGNMENTS:

All level officials of the NTBOA will have the opportunity, and are expected, to support our sub-varsity programs. Assignments are under the direction of the Assignments Team.

SCRIMMAGE ASSIGNMENTS:

The Assignments Team will assign scrimmages to members of the NTBOA. Each member will be available for a minimum of three (3) scrimmage dates, and at their option, may volunteer for additional assignments. Assigned scrimmages will be considered a game assignment and are subject to the same attendance requirements as a regular season game. Scrimmage assignments do not count towards the minimum of fifteen (15) NTBOA varsity assignments that are needed to work playoffs. Officials are expected to be on hand for the duration of the scrimmage.

PLAYOFF, REGIONAL and STATE GAME ASSIGNMENTS:

NTBOA members who want to work playoffs must:

1. Be a Member in Good Standing as defined by the Constitution and By-laws
2. Work a total of fifteen (15) NTBOA varsity assignments. No more than five (5) of the NTBOA varsity assignments may be tournament assignments
3. Make a minimum score of 90% on the following tests: Rules 1, Rules II (PPO), and Mechanics 3
4. Not have failed to show up for a game assignment or has had more than 2 acts of showing up late to game assignments without a waiver from the Board of Directors for extenuating circumstances
5. Not be on probation or have a current ethics violation
6. Not have unpaid fines or turn back fees
7. For returning NTBOA members, pay their NTBOA local dues before the board mandated deadline
8. Obtain **6 Performance Points** in the following manner:
 - a. Meeting Attendance - A member **MUST** physically attend TWO meetings or they will not be eligible for playoffs. No exceptions will be given.
 - b. Scrimmages - A member **MUST** participate in at least TWO scrimmages or they will not be eligible for playoffs. No exceptions will be given.
 - c. Training/Education - A member **MUST** participate in at least TWO Education Events or they will not be eligible for playoffs. No exceptions will be given. Training and Education events include:
 - NTBOA Camps for Staff and Campers
 - NTBOA Film Sessions
 - NTBOA Education training – pre determined meetings/trainings
 - Work a Junior High Game with a 500 – 900 ranked official

The Assignments team will be given the discretion to utilize the total number of points earned as criteria when making playoff assignments. At a time to be announced by the Board of Directors each season, members wishing to be deemed Playoff Eligible must fill out a Playoff Eligibility Worksheet outlining Performance Points earned and must return that form in accordance with the announcement. Once a member submits his/her worksheet they will become playoff eligible if they meet the criteria. Please note that playoff

eligible officials requested by a coach to officiate a specific post season game will be given priority consideration for that assignment.

Furthermore, the UIL requires each Chapter to provide to the UIL a listing of officials for possible assignment to Regional or State tournaments. However, for an NTBOA Member to be considered for Regional and State Assignments, they must appear on the Playoff Eligible List of Officials from the previous year. (Note - for the 2016-2017 list, members must have met the attendance requirements for the 2015-2016 season).

A person under consideration will be allowed to declare whether or not they wish to be considered for men's, women's or both regional's and state lists. A person being considered will be obligated to block their dates for the entire duration of the girl's regional, boy's regional, girls state, or boy's state tournaments. Once regional/state assignments are posted, officials not working Saturday games are considered to have fulfilled their obligation, however, they are encouraged to stay for the duration of the tournament. Any said official that is selected for regional / state and has to return said assignment, is ineligible for regional or state assignments for the next 3 years. An exception will be given only in the case of family emergency, illness, injury, or another extenuating circumstance to be approved by the board. This does not apply if chosen as a replacement.

The list sent to the UIL is divided into the top three 3-person crews for both men's and women's. The list sent to the UIL for State and Regional Assignments will be made up by the Assignments Team, REF Committee, and Observation Committee. The Chair Person of each committee will then compile their committee's list. The committee chairs will then meet together, along with a board appointed representative, to compile the three lists and present them to the elected board for final approval. The UIL Rep will then submit the final board approved list to the UIL. The final list sent to the UIL will be published on the NTBOA website under a members' only section and will be submitted in alphabetical order. Please note, the UIL is solely responsible for assignments for Regional and State tournaments.

In the event our state crew(s) are not reimbursed for mileage, the NTBOA will reimburse a flat fee of \$100 per individual.

TERM LIMITS:

A person may work 2 consecutive regional's, but then will not be considered for the next 2 years of regional's, but may be considered for a state tournament assignment. A person who works 3 consecutive state tournaments will not be considered for the state list the following year, but may be considered for Regional's that year. Alternates will be excluded from this restriction.

CHANGES TO OPERATING PROCEDURES:

Any changes to the Operating Procedures shall first be submitted to the Board of Directors in writing. Approval from a majority of the Board of Directors is necessary.

CHAPTER SCRATCH POLICY:

The NTBOA Scratch Policy will be reflective of the current UIL scratch policy.

OFFICIAL'S SCRATCH POLICY:

Officials will not be able to scratch other officials. Officials are expected to work the assigned games with the other officials assigned to that contest. Officials will be able to scratch a maximum of three (3) sites and a maximum of three (3) schools.

PRE-GAME CONFERENCE:

The Referee will be responsible to hold a pre-game conference with all officials immediately prior to any Varsity Game, and when possible before any sub-varsity game.

OFFICIAL MECHANICS:

Only officiating mechanics approved by the NFHS may be used in UIL games. The Referee is responsible to see that the game officials utilize proper mechanics.

UNIFORM REQUIREMENTS AND DRESS/APPEARANCE STANDARDS:

The uniform worn by members of the NTBOA will conform to that specified in the current year Officials Manual and as approved by the state governing body. That uniform generally consists of: sub-varsity contests: black and white vertical stripe “V” –neck style shirt in regular or wide side panel, (all crew members are required to wear identical shirts); varsity contests: THSBOA Jacket (excluding tournaments), gray shirt with black vertical stripes, American flag on left sleeve, THSBOA patch on right sleeve; all contests: black slacks, black socks, black shoes, black belt (if wearing belted slacks), black lanyard, and black plastic whistle (Fox 40 preferred). Shoes will be mainly solid black with the possible exception of a shoe brand name. It is highly recommended that wash and wear slacks be used. Slacks made of denim material will not be worn.

Each NTBOA member will insure that his/her hair (including mustache and beard) is neatly trimmed, shoes are shined and uniform is neat and clean.

Street clothes worn to/from game sites must be neat and clean. Business Casual dress is preferred. Shorts of any kind, tank tops, and flip flops are not considered appropriate for wear to/from game sites.

GAME CANCELLATIONS BY OFFICIALS:

All game assignments, made in accordance with an official’s availability as set forth by the official, are the responsibility of the assigned official, until he/she is notified by the appropriate Assignor that a suitable replacement official has been notified and has accepted the game assignment. The leaving of a message (voice or text) or sending an email to the Assignor to be released from a game by an assigned official does not constitute cancellation, nor does leaving a message with another party constitute cancellation. Officials must utilize the Turn Back form on the website to submit any turn backs. If the turn back is within 24 hours, direct contact, meaning a phone call to the Assignors, followed by an email and completing the turn back form, will be the only way to cancel a game or games. After game assignments are made, should an official cancel an assignment, a cancellation fee of \$5 per game of the assignment may be assessed. The fine for cancellation of a game assignment within 24 hours of the assignment is \$25.00 per game. Should a game cancellation be the result of a game related injury, or other reason, the Board of Directors may elect to waive the game cancellation fee. An email must be sent to the BOD within 48hours of the cancellation requesting a waiver. Multiple acts of this nature will result in notification of the Internal Review Committee. Committee investigation could result in a member not being in good standing. In addition, the Assignments team may remove future game assignments from officials who show a pattern of repeated turn backs. Should an official have any outstanding fees owed to the chapter, the Administrative Secretary may withhold these fees when issuing payments to officials when the chapter processes game checks.

NOTE: Officials will be invoiced bi-weekly. Instructions on how to complete payment will be included with the invoice.

GAME CANCELLATIONS:

When schools cancel games and the Chapter is notified, the responsible Assignor will make every effort to notify all assigned officials. If the school does not notify the Chapter of the cancellation 24 hours prior to game time, the school is responsible for game fee(s) for each cancelled game and reimbursement mileage payment to the officials if they drove to the game site.

If the Chapter fails to notify the officials of a game cancellation, or if the Chapter incorrectly assigns officials to a game, the Chapter is responsible for reimbursement of mileage to the assigned official(s).

REDUCTION OF GAME FEE FOR OFFICIAL BEING LATE FOR A GAME:

Schools served by the NTBOA will pay officials according to the UIL fee schedule. The UIL further stipulates that an official who is late for a game may have his/her game fee reduced by the home school by one-quarter of the fee for each quarter or part of a quarter the official is late. "Late for a game" is defined as not at the game site 30 minutes before the actual game start time, and on the court, ready to begin play at scheduled starting time.

FAILURE TO SHOW UP FOR AN ASSIGNED CONTEST(S):

The fine for failing to show up for an assigned contest(s), when the assignment was made in accordance with the member's assignment availability, is equal to the game fee (for each game not officiated) which he/she would have received had he/she worked the game. If an official works an assignment without a NTBOA member as a co-official, the official who worked the game(s) will be paid by the Chapter (from the fine paid by the no-show official) that is equal to one-half the amount of the fine. The remaining one-half of the fine will be deposited in the Chapter's checking account and used as seen fit by the Board of Directors.

Immediately upon notification of a failure to show up situation, the Chapter Secretary will contact the appropriate school administrator at the game site and determine the amount of the game fee. The non showing assigned official shall be notified by telephone and in writing of the amount of the fine deemed necessary. The official has seven calendar days in which to pay the fine to the Chapter Secretary. Failure to pay the fine within that period will result in cancellation of any remaining game assignments. An official who fails to show up for a second game assignment will be brought before the ethics committee and may be subject to disciplinary actions, all game assignments cancelled.

CHANGING OF GAME ASSIGNMENTS:

Only the Assignments Team, or in their absence, member of the Board of Directors, may make game assignments. No official will either change NTBOA assignments with another official or request another official to "cover" an assignment for him/her. No official will accept an NTBOA assignment from anyone other than those identified in the first sentence of this paragraph. To do otherwise, may be subject both officials involved to the fine outlined above in the FAILURE TO SHOW UP FOR AN ASSIGNED CONTEST(S) paragraph.

COMMUNICATION BETWEEN OFFICIALS PRIOR TO CONTESTS:

Each Assigned Referee has the responsibility for contacting his/her assigned co-official, no later than 48 hours prior to the assignment, for the purpose of confirming transportation to and from the assignment, time, and travel arrangements. When a change of one official is necessary within 48 hours of the scheduled game, the replacement official is responsible for initiating contact with the originally assigned official. When a change of both officials is necessary within 48 hours of the scheduled game, the procedure stated in the first sentence above applies. Failure to make this notification may result in an ethics violation, should a scheduled official fail to show up for an assignment, or should there be a conflict regarding payment of mileage fees. If an official is not at the appointed departure point ten (10) minutes after the agreed upon meeting/departure time, the official who is present will depart and proceed to the game site. The late official will travel on his/her own to the game site, but will neither seek nor receive any reimbursement for his/her travel.

USE OF ANSWERING MACHINES, VOICE MAIL, EMAIL, OR OTHER PERSONS FOR LEAVING MESSAGES REGARDING GAME ASSIGNMENTS/ CANCELLATIONS/ OR TRAVEL ARRANGEMENTS:

The Assignments Team or other members of the Board of Directors may use the above means for the purpose of making an assignment or canceling an assignment.

PAYMENT OF DUES AND CREDIT FOR GAMES OFFICIATED:

State dues are set each year by the THSBOA and are currently \$75.00 for all officials. However, if these state dues are paid by June 30th, a \$25 discount will be given making state dues \$50. State dues for the following season are due to the THSBOA through the THSBOA website.

NTBOA Chapter dues are \$129.00 for new officials and \$179.00 for returning officials. However, a \$50 discount for local dues will be given to returning members if dues are paid no later than the THSBOA dues deadline, which is currently June 30th, each year before the upcoming season. Failure to pay NTBOA dues on or before this deadline will result in the loss of the \$50 discount making the dues \$179. Registration for all NTBOA members will take place online. Checks for NTBOA dues payments must be made payable to the "NTBOA". Cash, credit card payment, and money orders will also be accepted. Cash should not be mailed, but instead should be given personally to the Chapter's Secretary/Treasurer at a NTBOA meeting who will provide the payer with a receipt for money received. Local dues are waived for members of the Board of Directors, all Assignment Secretaries and the Administrative Secretary/Treasurer. No official will be assigned varsity games, other than scrimmage games, until both State and NTBOA dues are paid. Please note that if a member decides not to officiate, state dues are non-refundable. However, NTBOA dues are 100% fully refundable before September 15th. After September 15th, dues are non-refundable.