

Northern California Officials Association  
BASKETBALL CLASSIFICATION & DEVELOPMENT COMMITTEE  
**COMMITTEE CHARTER**

**A. ESTABLISHMENT:**

At the direction of Group Leadership, a Classification and Development Committee (CDC) is established under the sponsorship of the Northern California Officials Association (NCOA).

**B. MISSION:**

To equitably classify the skill level of each official in the NCOA Basketball group. Also, to provide positive and consistent feedback to all members of the group who are willing and interested in improving their officiating skills, rules knowledge, and classification.

**C. ORGANIZATION:**

The CDC shall consist of officials within the NCOA and other qualified persons outside of the association as permitted by the NCOA Constitution and By Laws. The CDC shall be led by two co-Chairs. The CDC shall be made up of three divisions. The three divisions shall be: 3-person varsity, 2-person varsity, and sub-varsity. Each division shall be led by two co-leaders, under the direction of the co-Chairs. CDC members shall be assigned to each division and be responsible for a number of NCOA members within that division. The CDC members in each division shall be responsible for the classification and development of each official that has been assigned to their particular division.

In order to serve as a member of the CDC, one must attend, at a minimum, one summer basketball officiating camp every two years. If attending as a camp mentor and not a camper, the CDC member shall attend camp instructional classes in order to qualify.

The CDC co-Chairs shall recommend nominees for appointment to the CDC to the Group Leaders. The CDC shall identify succession planning and recruitment needs; develop a list of potential CDC members; oversee the vetting of prospective nominees; and ensure relevant diversity exists among CDC members.

The CDC shall vote at the discretion of the co-Chairs and shall take direction from the co-Chairs and division leaders. A simple majority shall be required to carry a motion. Minority opinions and dissenting votes shall be recorded and communicated to NCOA Group Leadership.

The co-Chairs shall review all NCOA group member complaints received and verify their credibility. If action is warranted, the co-Chairs shall appoint a division leader to which the group member is assigned to address the complaint. The appointed division leader shall submit a written documentation of the complaint's resolution.

A member of the CDC shall be appointed as secretary. The secretary shall record minutes at all meetings and provide the minutes to the CDC members via email within two days following each meeting.

**D. EXPECTATIONS:**

CDC members are expected to:

Be timely	Be prepared	Be approachable
Be professional	Be a good communicator	Work well with others
Attend training scrimmage	Assist Group Leaders	Be accountable
Discuss officials' movement	Attend NCOA events	Submit game reports
Set a positive example		

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**COMMITTEE CHARTER (CONTINUED)**

**E. Reports:**

The CDC shall monitor officials' skills, knowledge and performance throughout each season. The CDC shall communicate with officials orally and in writing regarding expectations and performance. The CDC shall review and consider all ratings submitted by internal and external evaluators. Members shall be notified in writing of new classification designations.

The CDC shall provide a written evaluation to all officials of the group that specifically request one. An evaluation form shall be developed that reflects the expectations and criteria for obtaining a specific rating and that allows CDC members to offer positive and constructive feedback. This evaluation form shall be submitted to the individual official for whom the evaluation is performed. A separate online rating form shall be completed to report on the performance of the official for whom the evaluation is performed.

**F. FUNCTIONS:**

The CDC shall:

Be responsible for evaluating and classifying all NCOA officials. The objective of evaluation is to transfer knowledge, sharpen skills, teach correct concepts and principles, and improve the performance of NCOA officials on and off the court.

Create and implement a system for the qualitative classification/rating of each NCOA official. Every official shall be classified under this system. The purpose of the classification/rating shall be to assist the assignor in providing officials whose abilities and qualifications match the level of play of games assigned.

Meet regularly to discuss evaluation methods, official movement and ratings, and CDC policies. The co-chairs shall ensure that the information, policy issues, and decisions addressed by the CDC are shared with leadership and the assignor; thereby promoting and facilitating cross- disciplinary coordination, consultation and cooperation. The CDC shall commence meetings prior to open enrollment of new and returning officials. The CDC shall conduct one (1) meeting each month during the current basketball year.

Advise and assist the NCOA and their member organizations on classification and development policies and procedures, ensuring that NCOA policies and procedures are appropriately coordinated and applied. CDC members may also be asked to research and evaluate grievances filed by officials and schools as requested by the Group Leaders.

Create and maintain a "watch list" of officials for movement. The list may be reviewed at any time during the current season and consideration may be given to the reclassification of officials.

**G. TRAINING CAMPS AND SEMINARS:**

The CDC members may assist NCOA Group Leadership in obtaining vendors, mentors, clinicians and sponsors for the annual NCOA officials' camp. Members may also serve as trainers, mentors and camp staff and provide the assignor an assessment of officials as requested.