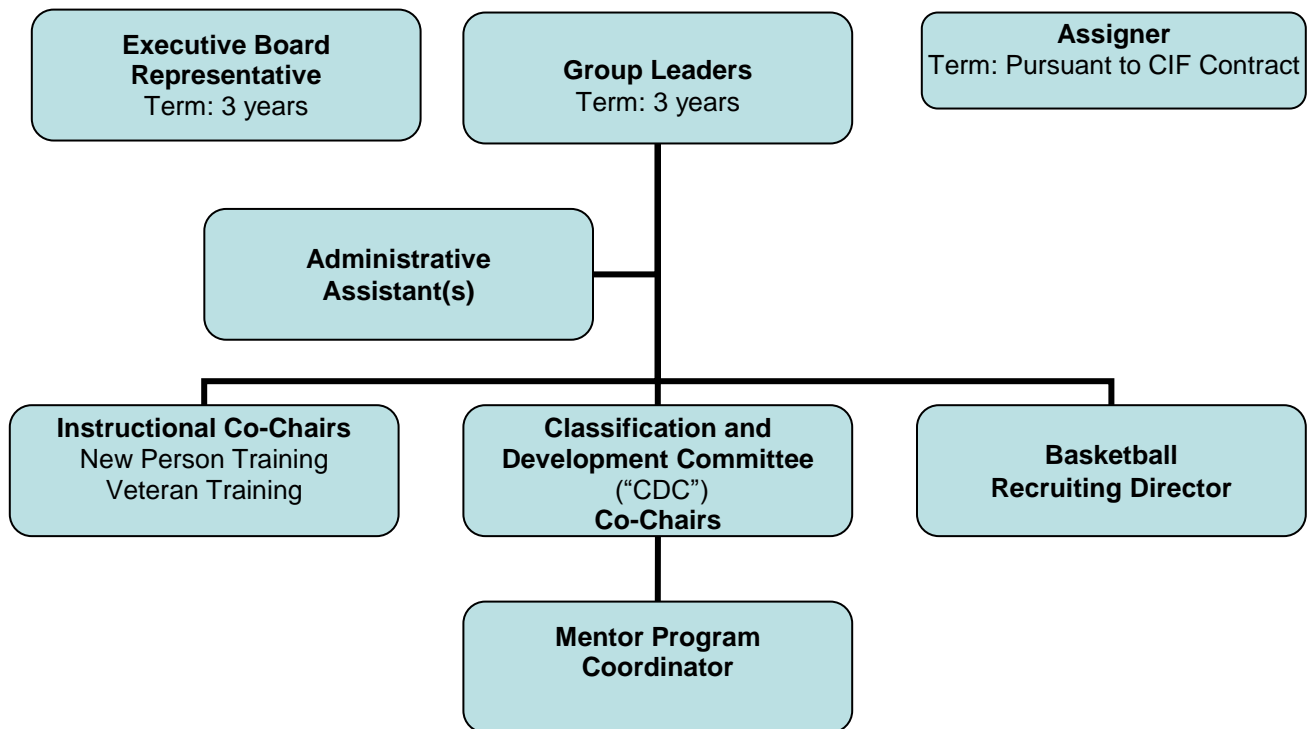


Northern California Officials Association Sacramento Basketball Operating Policies and Procedures

The operating procedures outlined in this document are an extension of the Northern California Officials Association (“NCOA”) Sacramento By-Laws.

Purpose: To ensure the high schools and leagues in the service area of the NCOA are provided qualified and professional officials to ensure games are played safely and fairly in accordance with the intent and purpose of the rules.

1. Organizational Structure



- Group Leaders:** There shall be two (2) Group Leaders. The terms of the Group Leaders are defined in the NCOA Sacramento By-Laws and shall be staggered such that both shall not “term-out” at the same time. The Group Leaders’ duties, expectations, and terms shall follow the NCOA Sacramento By-Laws as outlined in section 5.8. The Group Leaders may select an Administrative Assistant. This position reports directly to the Group Leaders. Duties may be varied but the position is primarily a support position that may lead to an eventual selection as a Group Leader.
- Administrative Assistant:** This position(s), if appointed by Group Leaders, shall serve at the direction of the Group Leaders. The Assistant(s) shall perform duties as necessary given from the Group Leaders and may sit on various committees as a support position. The Assistant shall take minutes of all General Meetings and/or Committee meetings the position is involved with and provide a brief follow-up, reports/minutes, to the Group Leadership.

- **Instructional Co-Chairs:** There shall be two (2) Co-Chairpersons. The Instructional Co-Chairs shall be selected by and report directly to Group Leadership. The incumbents shall serve at the direction of the Group Leaders. One co-chair shall be primarily responsible for the training of new officials and the other shall be primarily responsible for the training of returning and new to NCOA veteran officials. Both Co-Chairs shall assist and provide back-up as necessary for each other. The duties shall be divided in such a way as to provide appropriate and relevant classroom, on-court, and/or video based instructional meetings to meet or exceed the minimum hours as specified in section 5.9.2 of the NCOA Sacramento By-Laws. The Instructional Co-Chairs shall prepare the instructional program for each Basketball Season and present the plan to Group Leadership for approval prior to September 1st of each calendar year. The instructional program shall contain the minimum required passing scores for any exams or quizzes that are required for certification as well as the number of allowed attempts to take and pass the exams or quizzes. The instructional program will include provisions that address instruction tailored for new officials as well as returning veterans. The instructional program shall include the Calendar of all meetings necessary for the upcoming season, including General Meetings and Instructional Meetings.

The instructional Co-Chairs shall appoint an instructional committee to provide support in the preparation and delivery of the instructional program. The number of committee members shall be at the discretion of the Instructional Co-Chairs. Committee members shall be selected based on their basketball officiating experience, rules knowledge, mastery of basketball officiating concepts, teaching and training aptitude, personal professionalism, and technical expertise. Instructional Co-Chairs shall clearly communicate to all current and potential NCOA group members the dates and times of all meetings, the web address for online registration and closing date of all online training material designated as a part of the instructional program. The instructional program shall be defined as those meetings, video-based online training materials, quizzes, examinations and/or on-court training that all members are required to complete in order to fulfill the requirements of a member in good standing as defined in Section 3 of these Policies and Procedures.

- **Classification and Development Committee:** This committee shall be referred to as the “CDC”. The overall goal of CDC is to evaluate, mentor, provide feedback to officials for skills improvement and recommend ranking movement. The CDC shall consist of the following:
 - Chairperson(s): May have up to two (2)
 - CDC Members: Total number of members is at the discretion of Group Leaders and CDC Chairperson(s)

The **Chairperson(s)**, appointed by the Group Leaders, shall report directly to Group Leadership; submit to Group Leadership for approval to add, remove, or replace committee members, hold regularly scheduled meetings with all CDC members; review evaluations; will select a member of the CDC for Group Leadership approval to oversee a “Mentor Program” as a method to further develop member officials’ skill levels.

CDC Members will report to the CDC Chairperson; maintain “member in good standing” status; be professional; attend required scheduled meeting(s); provide verbal and/or written evaluation/feedback; attend CDC events/scrimmages/camps; manage/evaluate assigned sub-group of sub-varsity and varsity officials; evaluate officials as directed from other sub groups; attend sub-varsity and varsity games to evaluate sub-varsity and varsity officials; submit evaluations on all officials; review evaluations; recommend varsity officials to the

chairperson for playoff consideration; recommend officials for ranking movement (up/down); vote on officials for ranking movement (up/down).

- **Mentor Program Coordinator (MPC):** There shall be one (1) Mentor Program Coordinator. The MPC shall be selected by the CDC Chair, approved by and report to Group Leaders. The MPC will work in collaboration with Leadership, the CDC, and the Assigner. The primary scope is to provide opportunities for basketball officials to improve their officiating skills. Officials may have the opportunity to officiate scrimmages/games with veteran officials and receive immediate skills assessment. Veteran officials may have the opportunity to become Game Mentors. The details of the program are outlined in the Mentor Program Policy. The MPC will be responsible for: maintaining a list of Game Mentors; maintaining a list of Volunteer Mentees; identifying and publishing Volunteer Mentee scrimmages/games; and ensuring Arbiter is updated to reflect Volunteer Mentee is assigned to the game(s). Outlined below are the roles and responsibilities of the Mentor and Mentee.

Game Mentors: Are identified by the Mentor Program Coordinator and/or Basketball Leadership as officials that possess advanced officiating skills and rules knowledge and the ability to teach others.

Volunteer Mentees: Are officials that volunteer to officiate game(s) with Game Mentors. The Volunteer **Mentees** will not receive compensation when volunteering to work game(s).

Volunteer Mentee Games: Are games identified by the Mentor Program Coordinator as games for Volunteer Mentees to work with Game Mentors. As an example: Volunteer Mentee game may be Junior Varsity (JV) game that has 2 Varsity Officials assigned.

Objective: In collaboration with Basketball Leadership, the Mentor Program provides opportunities for officials to improve their basketball officiating skills through volunteering as a Volunteer Mentee or a Game Mentor. Volunteer Mentees will have the opportunity to receive immediate assessment on their officiating skills, basketball rules knowledge and rules application from the Game Mentors.

- **Basketball Recruiting Director:** There shall be one (1) Basketball Recruiting Director. The Basketball Recruiting Director will, in conjunction with the NCOA Recruiting Director, post open registration to the NCOA website; send online reminders; collate information from the online registration, notify applicants when registration is complete; act as liaison for transfer officials to ensure the official complies with all prerequisites for membership in NCOA. The Basketball Recruiting Director will disseminate Rules Books and be the contact for officials requesting refunds or membership cancellations. The Basketball Recruiting Director will be available to the NCOA Recruiting Director to assist with recruiting functions and to assist in growing the ranks of the basketball group.

There is no term limit for the Basketball Recruiting Director position. This position shall serve at the discretion of the Group Leaders. In the event of a vacancy, the Group Leaders shall solicit the basketball membership for interest the position. The Group Leaders shall appoint the Basketball Recruiting Director.

- **Executive Board Representative:** There shall be one (1) Executive Board Representative. The Executive Board Representative's duties, responsibilities, and term length shall be as outlined in section 5.4.2 of the NCOA Sacramento By-Laws.

- **Additional Committees or Positions** - Group Leadership may appoint or create additional positions or committees deemed necessary as per NCOA By-Laws section 5.6.2.

2. **Selection Process of Leadership Positions**

A. Co-Group Leaders Selection Process - The position of Co-Group Leader is open to any member in good standing of the NCOA Basketball Group who has demonstrated the ability and leadership capabilities commensurate to the position. Any official desiring consideration for the position is expected to inform the Co-Group Leaders of this intention prior to either Co-Group Leader “termining out”. This can take place at any time during the term of either Co-Group Leader and shall be in writing. Email is acceptable. The current Co-Group Leaders along with the Chairman of the CDC, the Executive Board Representative, the contracted Assigner, and any other individuals appointed as per NCOA Bylaws section 5.6.2 may participate in the process of interviewing candidates interested in becoming one of the Co-Group Leaders. The Co-Group Leaders shall chair this interview committee. The Candidate(s) selected shall be placed before the Executive Board for approval as per NCOA Bylaws section 5.1.3 for approval.

B. Executive Board Selection Process -The Executive Board Representative position shall be open to any member in good standing of the NCOA Basketball Group who has demonstrated the ability and leadership capabilities commensurate to the position. Any official desiring consideration for the position is expected to inform the Group Leaders of his/her intention in writing. Email is acceptable. As part of the process, an application / questionnaire for all applicants may be required. In the event that more than one individual completes and submits the application/questionnaire, interviews will be scheduled. The Group Leaders along with the Chairman of the CDC, the out-going Executive Board Representative, the contracted Assigner, and any other individuals appointed as per NCOA Bylaws section 5.6.2 may participate in the process of interviewing candidates interested in becoming the Executive Board Representative. At the conclusion of the interview process, the Basketball Leadership Group Committee shall vote for the next Executive Board Representative and then present this individual to the Executive Board for ratification.

C. Administrative Assistant Selection Process – The Administrative Assistant position, (if deemed necessary) shall be appointed by the Group Leaders upon display of the following characteristics: leadership, organizational skills; computer skills; writing skills; knowledge of basketball rules and etiquette; mechanics and conflict resolution skills.

D. CDC Chairperson(s) Selection Process – The Group Leaders shall appoint the CDC Chairperson(s). Group Leaders shall consider the following qualifications of potential candidates: member in good standing; completion of all requirements; ranking within organization; experience, expertise, professionalism and respect of peers.

E. Instructional Co-Chair Selection Process – The positions of Instructional Co-Chairs are open to any member in good standing in the NCOA Basketball Group who has demonstrated the ability to train, mentor and evaluate skill sets of individuals commensurate to the position; exhibit knowledge of rules and applicability; work collaboratively with coaches, officials, athletic directors and leadership; and have integrity. Any official desiring consideration for either position is expected to inform the Group Leaders of their intention to serve in this capacity. The Instructional Co-Chairs terms shall not terminate in the same calendar year. If either of the Instructional Co-Chairs is unable to complete their term of office, a replacement shall be appointed by the Group Leader.

F. Mentor Chairperson Selection Process – The position of Mentor Chairperson is open to any member in good standing in the NCOA Basketball Group who has demonstrated the following qualities: organizational skills, coaching, mentoring and providing constructive feedback. Upon review of all applicants' qualifications, The CDC Chairperson will present the candidate for Group Leader approval. If the Chairperson is unable to continue to serve, a replacement shall be appointed by the Group Leaders.

G. Basketball Recruiting Director Selection Process – The position of Basketball Recruiting Director is open to any member in good standing in the NCOA Basketball Group who has demonstrated the following qualities: organizational skills; trustworthy; attention to detail. The Recruiter shall serve at the pleasure of the Group Leaders. The term of the Basketball Recruiting position shall be open. The Group Leaders shall select the Basketball Recruiting Director.

3. **Member in Good Standing Requirements:** A member in good standing shall tender registration fees as stated in the NCOA By-Laws by the specified date; meet the Certification and Testing Requirements as defined in Section 4 of these Policies and Procedures; attend and officiate one (1) pre-season scrimmage; promote good fellowship among NCOA group members; strive to continually improve the craft of basketball officiating; be a consummate professional; foster and maintain high standard of ethics and integrity both on and off the court.
4. **Certification and Testing Requirements:** All NCOA officials shall meet or exceed the minimum hours of instruction as defined in section 5.9.2 of the NCOA Sacramento By-Laws; attend all general and instructional meetings designated as a part of the Instructional Program. Members who are unable to attend a meeting may be excused only due to day of meeting emergency or by prior arrangement made with the Group Leaders. Petitions for excuse shall be submitted in writing to the Group Leaders and are subject to approval or rejection. Email is acceptable.

In addition, officials shall complete all online instructional material and corresponding quizzes designated as a part of the Instructional Program prior to the specified closing date; successfully pass the 100 point NFHS examination(s) with a score of 80% or better within 3 attempts by the specified closing date; attend and officiate at least one (1) pre-season scrimmage; complete the Concussion Course and Sportsmanship Course available at www.ncoa.arbitersports.com by the specified closing date when required.

5. **Conduct and Discipline:** Each member of the Basketball Group is expected to display professional conduct traveling to, from, and during game assignments whether working or observing. All officials who register to work NCOA Basketball during the specified calendar year will be required to read and sign a "Code of Ethics" contract. The contract will be provided in the registration packet each member receives. As part of the registration process each official will sign and acknowledge acceptance of the NCOA Code of Ethics.

Each member is to remain in good standing at all times as outlined in the NCOA Bylaws. Any member who does not demonstrate the expected professional conduct or falls out of "Good Standing" shall be addressed by Group Leadership. Group Leadership has the responsibility to investigate any complaints or incidents involving a member and the authority to discipline any member with a penalty that is commensurate with the offense. If the situation warrants, Group Leadership may escalate the matter to the NCOA Board Level per NCOA Bylaws section 4.3.

In the event that a member of the association fails to comply with the rules for active membership, Group Leadership shall have the power to request of the Assigner removal of a member from assignments until further notice. In the event that a member is removed from assignments, that member may be dropped immediately from the membership of the association and will forfeit all fees and assignments. Any appeal will be governed by the NCOA Bylaws. Any and all proceedings regarding expulsion will be confidential.

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. Email is acceptable.

6. **Assigner:** The assignments are the sole responsibility of contractor - Jorgensen Sports Service.
7. **Scheduling:** Assignments, which are the sole responsibility of the CIF contracted Assigner, are distributed online via the internet. Officials may receive an email advising of pending game(s) from the Assigner. Officials shall check email daily for new assignments and changes to assignments during the basketball season.
8. **Independent Contractor:** Officials who receive assignments from the Assigner are Independent Contractors. They are not an employee of NCOA Basketball or the Assigner.
9. **Equal Opportunity Policy:** NCOA is an Equal Opportunity Association that accepts officials without discrimination as to race, color, creed, gender, age, national origin, sexual orientation, or disability. However, officials shall demonstrate knowledge and proficiency in the application of the rules and shall be physically and mentally capable of officiating assigned games. Members may be summarily dismissed from the NCOA for breach of contract or conduct unbecoming the association.
10. **Registration Fees:** Association Registration Fees are as defined in the Bylaws for the time period that starts July 1st and ends June 30th of the following year. Registration Fees are due and owing on or before the date of the first meeting of the sport group.
11. **Assignments:** Assignment priorities, which are the sole responsibility of the CIF Contracted Assigner, will be based on a combination of the following criteria:
 - Ratings
 - Rules Review Exam scores
 - Meeting and clinic attendance
 - Experience
 - Evaluations
 - Dependability
12. **Partner / Crew Contact:** At least two (2) days prior to any assigned game crew contact is required. Email is acceptable. Officials shall arrive at least 60 minutes prior to game time and conduct a pre-game conference with the crew. All officials are responsible for contacting their crew member(s). Contact means actually communicating with crew member(s) via phone, email or mutual acknowledgment utilizing the games notes function on Arbiter. No contact may result in removal from the assignment list.
13. **Game Arrival Time:** Officials shall arrive at the assigned location ***and be inside the facility*** at least 45 minutes before scheduled game time or will be considered late. If a

crew member is not present 30 minutes prior to scheduled game time, the official shall call the Assigner(s). The official shall inform the Assigner of the following: Name, the game site, and the absent crew member. ***The Official shall call the Assigner if and when the crew member arrives.***

Note: An official will not be paid additional game fees if the Assigner is not called and notified that a crew member is missing. An official may be sanctioned with possible removal of subsequent games for lack of communication with the Assigner.

14. **Appearance and Professionalism:** Appearance is the first impression that coaches, players, fans, and evaluators will have of officials. Professionalism is the way an official acts before, during and after a game. The uniform shall be clean and pressed. The pants shall fit and hem length is correct (one (1) break). The shirt shall fit properly and remain tucked in, shoes are clean and shined; the official's hair (including mustache and beard) shall be neat and trim.

Fitness and stamina are a necessity for becoming a good official - the official looks and acts athletic; the official is able to keep up with the flow of the game he/she is working; a pre-game is completed with his/her crew before the official steps on the court 15-minutes prior to the start of the game.

15. **Turn Back Policy:** Officials shall read and understand the Assigner's Turn Back policy. **DO NOT** find or send a replacement to the game. All game day turn backs **SHALL** be phoned into the Assigner.
16. **Payment of Game Fees:** Payments for officiating services will be mailed or direct deposited into an account after the end of the pay period for all work done in that pay period. An online statement is available within the JSS Official's account when logged into Arbiter. An itemized accounting of games worked in the pay period is available. Please immediately check this accounting against personal records for possible errors. **As required by law, Form #1099 will be submitted from the Assigner for all officials for each calendar year.**
17. **Playoff Eligibility:** The official shall meet the following criteria to be eligible for post season playoff assignments: official shall be a member in good standing with NCOA. The official shall obtain a rating sufficient to work playoffs, demonstrate knowledge and understanding of rules application and additionally, have a working understanding of 3-person mechanics. Eligibility to work a playoff game does not guarantee an official will be selected to officiate.
18. **Evaluations:** The Classification and Development Committee will monitor evaluations and ratings for the level an official works. This committee will keep a history of all officials' progress at each level and provide officials feedback on areas to improve for movement consideration.

As difficult as officiating is, it is equally difficult for evaluators to give consistent evaluations to officials. NCOA will use the performance criteria approved by Group Leadership in an effort to provide consistent evaluations.

19. **Group Meetings:** All meetings shall be listed on the NCOA website calendar for the upcoming year. If an official arrives to a meeting late or leaves early, only one (1) hour will be credited for the meeting.

20. **Incident Reports:** If a player is ejected during a game or a situation in which the NCOA or the Assigner might get a call from an irate Coach, Athletic Director, or fan - the Officials SHALL Email or call the Assigner as soon as possible to provide details of the situation. At a minimum, this shall occur before 7am of the morning following the game assignment.

If an ejection occurs in a game or a situation that is beyond ordinary, the ejecting Official and the assigned Referee SHALL email the Assigner prior to 7:00 a.m. the following day if not sooner. There are **NO exceptions** to this rule. The email shall include the game site, date, level of play and the specifics of the incident. Reports not filed by 7 a.m. the next morning may result in a loss of game assignments.

21. **Refund Policy:** Officials may request a refund of fees paid if unforeseen circumstances arise and the official cannot officiate during the current academic year. The refund amount will be less any cost incurred due to process and pursuant to the refund policy as stated in the Registration process and the NCOA Bylaws.

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