

# Peel Regional Board of Approved Basketball Officials

## Policies and Procedures

### **A) DRESS AND DEPARTMENT:**

Winter: stripe shirt, black nylon CABO jacket, black slacks, black socks, black shoes, black whistle and black lanyard.

Summer: stripe shirt, black shorts or black slacks, white socks or black socks, black shoes, black whistle and black lanyard.

All officials should be neat, clean, and in proper uniform. No other type of dress is acceptable.

- 1) Be professional and pleasant when dealing with other officials, coaches, players, bench personnel and spectators. Do not attempt to shoot baskets or become too friendly with spectators and team personnel.
- 2) Make sure that you know the location of your assignment so that you can arrive at the site at least 15 minutes prior to game time. After arriving, make sure that scorers and timers are aware of their duties and have line-ups before the game starts.
- 3) Carry the following equipment in your gym bag: an extra whistle, a towel, your rule and case book, and extra pair of socks, and your uniform.

### **B) ASSIGNMENT TO GAMES:**

You will be assigned to games by our assigners who know your experience and the level of game. Games are to be accepted from the assigners only. Do not switch games with other officials or cancel assignments at the last minute. Often 24 hours is needed to find a replacement. Referees may volunteer to referee games for charitable causes without remuneration, but they must have the consent and approval of the P.R.B.A.B.O. executive. When refereeing games for charitable causes, the P.R.B.A.B.O. referees uniform must not be worn.

### **C) DIFFERENCES IN VARIOUS LEAGUE RULES:**

All high school games use National Federation rules. However, there are some leagues (adult, elementary schools, etc.) that use modified rules and time requirements. You should be made aware of these by the assigners.

### **D) PAYMENT OF OFFICIALS:**

Officials are asked to collect payment at each assignment. All leagues have been informed that they are to have payment ready no later than halftime of your first game. You must carry your PRBABO Card which indicates your officiating level (Junior, Intermediate, or Senior). High Schools will pay you at the level indicated on your card. If you do not have your card, you will be paid at the junior level.

Stipend - There is a stipend of 10% or less for each official. This means that 10% or less of each official's total game fee is to be paid to the Board to pay for the, operation of the Board (5%) and assigners' fees (5% or less). Payment is to be made at the end of October, the end of December, the end of February and at the end of April. If payment is not made by the general meeting following each of these dates, then the official is in arrears and will be charged a \$10 fine for each \$50 or part thereof in arrears, and no further games will be assigned until the account is settled.

Should you officiate alone, please notify the assigner. You should collect only one game fee, and the Board will pay you one-half a game fee unless only one official was assigned. In such a case collect one and one-half game fee at the site.

If a team cancels or postpones a game without prior notification of the official, and the official goes to the game, the official will be paid the game fee. (Unless there are circumstances beyond control of both parties - e.g. acts of God like snowstorms). There is usually a 10 minute default time. If either or both teams are not on the floor ready to play, the game will be defaulted. Officials should be paid the regular game fee.

#### **E) WRITTEN EXAMINATIONS:**

All officials of PRBABO are required to write the minimum set of examinations each year. The official examination of the PRBABO is the High School Federation Examination. All members must write Part I of the Federation Exam. The passing mark is 80% for senior and intermediate officials. Officials who do not submit exams will not be evaluated. The exam must be written within two weeks of the date set by Peel Board or said member will be suspended indefinitely. A junior official becomes fully qualified by attending all junior clinics, passing his or her floor test and by achieving 80% open-book format on the current year Part I of the Federation Exam. Members who fail Part I must write and achieve 80% on Part II of the Federation Exam. New IAABO members must pass (86%) both the written test and the floor examination.

#### **F) FINANCIAL COMMITMENT:**

The first year that you officiate will require the largest financial outlay. For example, you will be required to obtain a complete uniform (\$100-\$120), pay a registration fee (includes training sessions, rule and case book, officials manual, liability insurance, registration with CABO and OABO). However, if you are a successful candidate as a basketball official, and you can be available to officiate on a regular basis, your financial rewards can be plentiful.

#### **G) POLICY ABOUT REFEREE INCIDENTS (PHYSICAL CONTACT OR EXCESSIVE VERBAL ABUSE):**

All officials who are working the game are required to take the following action:

- a) Record the incident and action taken (if any) on the game sheet. All officials should sign the statement.
- b) Phone the PRBABO President and/or assigner within 24 hours or if unavailable, another member of the Executive.
- c) Forward a written report (all officials) within 48 hours to the President, the assigner, and the chair of the External Discipline Committee.

Failure to report incidents of this nature promptly may result in the suspension of the officials concerned.

Upon receipt of the written reports the External Discipline Committee of P.R.B.A.B.O. will take the appropriate action and notify all parties concerned within 48 hours, if possible. Notification will be by a letter or email to the appropriate parties. Neighboring boards and the OABO will also be notified if the situation is warranted.

Under no circumstances may a member of PRBABO refuse to officiate a game unless a formal "withdrawal of services" notification has been issued by the PRBABO Executive.

#### **H) EJECTIONS:**

Should you or your partner find it necessary to eject a player, or coach from a game, you MUST fill out an Incident Report immediately following the game. This should be done on the game sheet. You MUST report the ejection orally to the appropriate assigner immediately that day or early the next day. A written report by each official MAY BE requested by the assigner involved if deemed necessary (submitted within 48 hrs.).

If a report is to be submitted, make sure you have all the appropriate information listed in your report. The report should be factual and not contain personal or subjective opinions.

**FAILURE TO FOLLOW THE ABOVE GUIDELINES MAY RESULT IN DISCIPLINARY ACTION OR SUSPENSION FOR THE OFFICIALS INVOLVED.**