



Alberta Basketball  
Officials Association

POLICY MANUAL

May 2017

## 1. Amendments

- 1.1 The policies of the ABOA may be amended by a majority vote of the Executive subject to ratification at the next General Meeting. No notice of motion is required.

## 2. Association Contact Info

- 2.1 The ABOA can be contacted at [aboa@shaw.ca](mailto:aboa@shaw.ca).
- 2.2 All correspondence of the Executive should be directed through this email where it will be delivered to the person(s) responsible.
- 2.3 The ABOA will maintain files on all activities of the Association.

## 3. Membership

- 3.1 In order to maintain membership, an official shall meet the requirements listed in the ABOA Bylaws with respect to membership.

## 4. Membership Fees

- 4.1 Membership fees shall be adopted at the Annual General Meeting.

## 5. Provincial Exam

- 5.1 Each active member shall write the annual ABOA exam as a condition of membership in accordance with Article 15.I of the Bylaws.
- 5.2 The exam will be accessed through an online website. CABO will choose the website. The exam has a specific time limit but officials may use rulebooks and interpretation manuals to assist in the writing of the exam.
- 5.3 Date of Writing
  - 5.3.1 The exact dates when the exam will be available shall be set by CABO and conveyed to local boards by the Executive.
- 5.4 The Executive will be responsible for communicating the exam details to the local Boards and all members.
- 5.5 Individuals in areas who require a paper version of the exam will contact their local president or designate who will in turn request a paper version from the Director of Education.
- 5.6 Number of Sitzings
  - 5.6.1 There will be one (1) sitting of the exam for a duration that will be set by CABO.
- 5.7 Exam Benchmarks
  - 5.7.1 Officials who fail to obtain a mark of 66% may remain active at the discretion of their local board. Additional training opportunities should be organized by the local education officer(s) for those who score less than 66% on the exam.
  - 5.7.2 The required mark for ASAA provincial appointments is 80%.
  - 5.7.3 The required mark for ACAC appointments is 80%.
  - 5.7.4 The required mark for national appointments 86%.
  - 5.7.5 Exam scores are also part of the measurements for the National Officials Certification Program (NOCP). The minimum scores are as follows:
    - Level 1 70%
    - Level 2 80%
    - Level 3 86%
    - Level 4 86%

## 6. Uniform

- 6.1 An official's uniform shall be neat and well-pressed. It shall consist of the following:
  - 6.1.0 \*Current ABOA approved shirt.
  - 6.1.2 \*Black trousers, preferably belt-less. If a belt is worn, it must be black.
  - 6.1.3 \*Black socks.
  - 6.1.4 \*Primarily black shoes.
  - 6.1.5 \*Black Fox40 whistle with black lanyard.
  - 6.1.6 \*The current CABO warm-up jacket. This item is mandatory at Provincial assignments, ACAC games, and optional for all other games. All officials in a particular game must have a CABO jacket in order for it to be worn.
- 6.2 Each local board is encouraged to have access to a small supply of uniform items for sale to its Members.

## 7. Evaluations

- 7.1 The official ABOA evaluation form shall be used for provincial evaluations. Three copies of the form shall be made. One copy shall go to the official being evaluated, one to the local board executive, and one to the ABOA. All copies should be completed and forwarded within two weeks of the time the evaluation was done.
- 7.2 Only a Provincial Evaluator may do an official provincial evaluation.
- 7.3 Included in the evaluation may be a recommendation as to the level of basketball that the official is qualified to officiate. Recommendations can be sent to the ABOA Director of Performance and Assessment ONLY, but will not appear on the official's copy of any evaluation.

## 8. Provincial Assignments

- 8.1 ABOA approves all assignments of officials to games that have provincial or interprovincial status. This includes all ACAC pre-season, league or playoff games and ASAA and BA provincial tournaments. ABOA must also approve all officials appointed for assignments outside the province including Western Canada Games, Arctic Winter Games and Canada Games.

## 9. ACAC Assignments

- 9.1 The official must meet the following criteria:
  - 9.1.1 Must obtain a mark of 80% on the exam on the first and only writing of the exam.
  - 9.1.2 Must meet the NOCP Level requirement as outlined by ABOA.
  - 9.1.3 Must have obtained a provincial evaluation in the past two years at the level of game appointed or comparable ASAA Provincial.
  - 9.1.4 Must have attended an appropriate ABOA approved clinic/webinar, training session or approved alternative with adherence to the attendance policy set by ABOA.
  - 9.1.5 Must be recommended by his/her local board.
  - 9.1.6 Must abide by the ABOA Code of Ethics.
  - 9.1.7 Must adhere to the ABOA Standards of Excellence.
- 9.2 Local ACAC boards shall submit a list of recommended ACAC officials to the Director of Performance and Assessment by such a date as specified by the Executive.
- 9.3 The ABOA Assignment/Evaluation Committee shall advise each ACAC board of their approved ACAC officials by such date as determined by the ABOA Executive.
- 9.4 The Executive may forward the final list of approved officials to the appropriate league commissioner.
- 9.5 Any official who fails to meet the criteria shall immediately have all provincial assignments withdrawn for a period specified by ABOA.
- 9.6 Boards may apply to the ABOA Director of Performance and Assessment to have additional names added to the approved list during the season in the case of emergency.

## 10. ASAA and BA Provincial Tournaments

- 10.1 The official must meet the following criteria:
  - 10.1.1 Must obtain a mark of 80% on the first writing of the exam.

- 10.1.2 Must meet the NOCP Level requirement as outlined by ABOA.
- 10.1.3 Must be recommended by his/her local board.
- 10.1.4 Must be currently working the level of game appointed or equivalent.
- 10.1.5 Must be available to work the entire tournament.
- 10.1.6 Must be capable of working the championship game.
- 10.1.7 Must abide by the ABOA Code of Ethics.
- 10.1.8 Must adhere to the ABOA Standards of Excellence.
- 10.2 The Executive shall decide the number of assignments that each board shall receive each year based on the location of each tournament and the budget available.
- 10.3 Boards shall submit a list of recommended officials to the ABOA Executive by such date as specified by the Executive.

## 11. National and Out of Province Assignments / National Application Process

- 11.1 The official must meet the following criteria:
  - 11.1.1 Must meet the NOCP Level requirement as outlined by CABO.
  - 11.1.2 Must have attended an appropriate ABOA approved clinic/webinar, training session or approved alternative with adherence to the attendance policy set by ABOA.
  - 11.1.3 Must meet and follow the application process as outlined by the Director of Performance and Assessment and copy the ABOA Director of Finance and Director of Officiating by such date as specified by the Executive.
  - 11.1.4 Must currently be working the level of the game appointed or equivalent.
  - 11.1.5 Must abide by the ABOA Code of Ethics.
  - 11.1.6 Must adhere to the ABOA Standards of Excellence.
  - 11.1.7 The recommended selections of the ABOA Assignment/Evaluation Committee are approved by the ABOA Executive and are forwarded to CABO by the ABOA Director of Officiating or their designate.

## 12. Clinics

12.1 Approved clinicians: only ABOA approved clinicians may conduct provincial clinics.

12.2 Method of booking clinics:

12.2.1 Requests should come through ABOA Director of Education where dates, locations, contact person, length, and emphasis will be determined.

12.2.2 The ABOA Director of Education will make arrangements for an approved clinician and determine the cost of the clinic.

12.2.3 ABOA will keep record of all clinics.

12.2.4 Out of Province Clinics: any requests for clinics out of the province must be approved by the ABOA before the clinic is to proceed.

## 13. Recommended Rates of Payment

13.1 Recommended rates of payment shall be negotiated and set by the ABOA Executive with the associations they service.

13.2 Eleven (11%) will be deducted off all provincial game fees by ABOA.

13.3 Evaluator and clinician honoraria will be determined by the Executive.

## 14. Exchange Programs

14.1 The ABOA Assignment/Evaluation Committee shall coordinate the ACAC exchange program as determined by budget.

14.2 Local boards are encouraged to initiate board to board exchanges at the high school level if possible.

## 15. Website

15.1 The ABOA Website is <http://www.RefAlberta.ca> and its content will be determined by the Executive. Submissions by local boards may be considered.

## 16. Meetings

- 16.1 All travel, meals, accommodation and honorarium expenses shall be covered for each Executive member attending Executive or Annual General Meetings.
- 16.2 The order of business at the Annual General Meeting shall be:
  - 16.2.1 Call to order and roll call
  - 16.2.2 Adoption of Agenda
  - 16.2.3 Reading of minutes of last Annual General Meeting
  - 16.2.4 President's address
  - 16.2.5 Officers' reports (optional if desired by the Executive)
  - 16.2.6 Financial report and statement
  - 16.2.7 Old business
  - 16.2.8 New business
  - 16.2.9 Election of officers
  - 16.2.10 Adjournment

## 17. Committees

### 17.1 Assignment/Evaluation Committee

17.1.2 The ABOA Director of Performance and Assessment selects the Provincial Evaluators for the Assignment/Evaluation Committee with representation from ACAC boards wherever possible. The Assignment/Evaluation Committee coordinates all Provincial and National Assignments in accordance with ABOA Policy.

### 17.2 Nominating Committee

17.2.1 Shall consist of the Vice President (Chairperson) and such others as may be added by the Executive. In the event the Vice President is interested in running for a position, the President shall appoint another member as Chairperson.

17.2.2 Shall be responsible to arrange and promote candidates to stand for election for all positions to be elected.

### 17.3 Grievance Committee

17.3.1 Shall consist of the Vice President (Chairperson) and a minimum of two others as may be added by the Executive.

17.3.2 The committee shall review written grievances, gather information and/or testimony from the appropriate parties. The committee shall rule on the grievance and make a recommendation to the Executive.

17.3.3 The Chairperson shall notify the complainant in writing, with a copy to the Executive, of the results of the grievance within 7 days of the decision.

17.3.4 The complainant may appeal the ruling to the Appeals Committee.

### 17.4 Appeals Committee

17.4.1 The Appeals Committee shall consist of three ABOA members appointed by the Executive. They may not be members of the Executive or the Grievance Committee.

17.4.2 The committee shall gather and review all written grievances, information and/or testimony from the appropriate parties. The committee shall rule on the appeal and make the decision known to the Executive.

17.4.3 The Chairperson shall notify the complainant in writing, with a copy to the Executive, of the results of the appeal within seven (7) days of the decision.

17.4.4 The decision of the Appeals Committee is final.

## Appendix A

### **ABOA Benefits of Membership**

As a member of the Alberta Basketball Officials Association, you belong to a community of individuals with a common bond. This bond develops a variety of values, skills and awareness that is unique to officials; which in turn allows them to contribute positively to the on-court experience of the game of basketball.

### **Specific benefits of value to each ABOA member include:**

#### **Communications and Resources**

- Access to current basketball and officiating resources through the ABOA website
- Educational bulletins, rule and mechanics clarifications from the Director of Education
- Points of Emphasis from the Director of Officiating
- Standardized national exam administration and procedures
- Provincial clinics and webinars conducted from time to time
- Clinicians for local or regional clinics
- Awareness of development camps in North America
- Discounted services and products with third-party partners

#### **Representation**

- Voting privileges at the ABOA General Meeting and on bylaws and procedures
- Representation through your local board at executive and cabinet meetings
- National representation at annual CABO meetings and education and evaluation seminars
- Comprehensive insurance coverage
- Resolution of grievances, violations of policies or code of ethics, and incidents of misconduct or Abuse

#### **Pathways for Development**

- Selection to Zone or City Championships
- Eligibility for selection to BA and ASAA Provincial Championships
- Opportunity to officiate Team Alberta U15/U17 provincial team players
- Experience gained and opportunities for advancement by refereeing provincial player development programs such as regional training centers or center for performance
- Scholarship and Awards Programs
- Eligibility for selections to ACAC Officials Roster
- Eligibility for selection to Canada West Panel
- Receive an evaluation or observation from a Provincial Evaluator
- Systematic process for evaluations that supports the NOCP progression