



CALGARY BASKETBALL OFFICIALS ASSOCIATION
MEMBER HANDBOOK



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Introduction

The Calgary Basketball Officials Association (CBOA) operates the business of the organization under its current constitution and bylaws. The Handbook and Policy Manual has been created and revised to address operational points not specifically covered by the bylaws and to clarify the rights, privileges and expectations of the membership.

Website

The CBOA maintains an online presence at <http://www.cboa.ca>. Information on the website may contain, but not limited to:

- Meeting Times & Dates
- Information on becoming a member of the CBOA
- Educational Resources for Basketball Officials
- How to contact the current CBOA Executive members

The executive of the association may appoint a webmaster to maintain and update the website as the executive sees fit.

Social Media

The CBOA maintains a Facebook page and Twitter account (@theCBOA). Both of which are to be moderated by at least one of the following executive members:

President
Vice President
Secretary
Education Chairperson
Member At Large

Social Media Policy

This policy provides guidance for the use of social media sites by members of the CBOA, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums,



social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedures

The following principles apply to professional use of social media on behalf of the CBOA as well as personal use of social media when referencing the CBOA.

- Members need to know and adhere to the CBOA's Code of Conduct (*see page 26*), Membership Agreement and the Member Handbook when using social media in reference to the CBOA.
- Members should be aware of the effect their actions may have on their images, as well as the CBOA image.
- The information that members post or publish may be public information in perpetuity.
- Members should be aware that the CBOA may observe content and information made available by its members through social media.
- Members should use their best judgment in posting material that is neither inappropriate nor harmful to the CBOA, ABOA, CABO, its members, or clients of the association.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, members should check with the CBOA executive.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer these inquiries to authorized CBOA spokespersons.
- If members encounter a situation while using social media that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and seek the advice of a CBOA executive member.
- Members should get appropriate permission before you refer to or post images of current or former members, players, coaches or other game participants. Additionally, members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Subject to applicable bylaws set in the CBOA Constitution, online activity that violates the CBOA Code of Conduct or any other association policy may subject



a member to disciplinary action. It is highly recommended that members keep CBOA related social media accounts separate from personal accounts.

Regulatory Conduct

Equal Membership Opportunity

The CBOA welcomes diversity and the synergy stemming from all perspectives as a result of different backgrounds and experiences. Our practice has been and will continue to be one of honest evaluation of each individual's qualifications and contributions to the sport of basketball as an official.

We base all membership decisions on the principles of equal membership opportunity and with the intent to further the CBOA's commitment to equal opportunity. We are committed to ensure that all people-related actions, such as recruitment, membership, promotion, compensation, organization-sponsored training, camp scholarship opportunities, and social and recreational programs are administered without regard to race, colour, ancestry, political ideology, religion, age, marital or social status, physical or mental disability, gender identity, sexual orientation,, source of income or irrelevant record of offence.

Any individual who feels they, or another individual, have been the subject of discriminatory treatment should report it immediately to the Executive. The Membership Committee- made up of the Vice-President as chair, and 3 or more members in good standing will investigate all complaints.

Discrimination and Harassment

The CBOA is committed to providing a positive environment where everyone is treated with respect. We all share in this responsibility.

Off-limits: Sexual material or innuendo, off-color pictures or emails, racial references, advances, touching, leering, derogatory remarks towards or about any person or group.

Rule of Thumb: CBOA officials must always exercise professional judgement when interacting with the public; do not make assumptions about the background, perspective, motive, attitude, or beliefs of those you interact with.

Keep it professional at all times.



The Process

The guidelines outlined in this document apply to behavior at any game site, during travel related to your games, at conferences, training sessions and clinics, situations of a social nature, and during referee related telephone, electronic, and other communications.

It's impossible to list every inappropriate conduct that may occur on the job. Unlawful discrimination or harassment includes unwelcome or offensive verbal or physical conduct, hostile or offensive activity that threatens, intimidates, offends, demeans, or coerces and may impair an individual's ability to do his or her job. Discrimination and harassment takes on many forms including:

- Gestures or physical acts
- Slurs
- Taunting
- Verbal abuse or racial epithets
- Comments or jokes
- Implicit or explicit coercive and inappropriate behavior used to control, influence, or affect the career, earnings or assignment of any individual
- Displaying derogatory objects, cartoons, posters, drawings, or pictures
- Failure to consider or allow for membership of an individual for a job based on their race, color, religion, national origin, sex, age, family status, etc.

Reported incidents will be investigated; individuals whose actions have been proven to violate CBOA guidelines and policies may be subject to disciplinary action, including termination of their membership.



If an inappropriate situation arises:

1. If deemed safe to do so, speak to the individual. Tell the offending individual that their behavior is unwelcome and ask them to stop.
2. Report the incident. If, after asking the other individual to stop their behavior, the activity continues, you may report the inappropriate behavior to the Vice President, or if necessary, the President.
3. An investigation will be conducted. Once a complaint is received by the CBOA, one or more members of the executive will investigate, and suggest or take steps to resolve the situation. Any interviews and/or documentation will be conducted by the Vice President and/or individuals designated to assist the Vice President; this includes independent interviews with both the complainant and alleged offender.
4. Appropriate action will be taken by CBOA. Upon completion of an investigation, CBOA will, if deemed warranted, take measures to resolve the incident. This may involve mediation or counselling, or disciplinary action against the offender..
5. A complete and confidential written record of a complaint, along with relevant documentation, is kept by the association, including how it was investigated and resolved.
6. In the interests of transparency, anonymous complaints may not be subject to the above procedures.

The Details

This section is meant to provide you with a quick and general reference.

Discrimination

Individuals are prohibited from discriminating against or harassing a member or a candidate for membership on the basis of:

- Race
- Ancestry
- Colour
- Religious beliefs
- Age
- Gender, including sexual harassment and discrimination based on pregnancy



- Political beliefs
- Marital or family status
- Physical or mental disability
- Source of income or family status of that person or of any other person
- Conviction for a criminal or summary conviction charge that is unrelated to the membership
- Gender identity and/or sexual orientation.

Harassment

Improper harassment is a form of discrimination and includes any conduct—be it verbal, physical, or by innuendo—that is likely to cause offense or humiliation to any person based on the prohibited grounds of discrimination provided in the *Human Rights Citizenship and Multiculturalism Act* (“*HRCMA*”). Examples of improper harassment, or discriminatory conduct that may constitute harassment, include:

- Membership decisions made on the prohibited grounds in the *HRCMA*, rather than on merit, which includes decisions made as a result of submission to or rejection of improper harassment. This would include implicit or explicit coercive and inappropriate behavior used to control, influence, or affect the career, income or assignments of a member
- Comments that promote disability, ethnic, racial, age, sexual, or religious stereotyping
- Jokes or comments that draw attention to a person’s disability, age, ethnic, racial or religious background or affiliation, gender or sexual orientation and that are embarrassing or offensive
- Derogatory remarks, verbal abuse, or threats directed towards members of one gender or regarding one’s sexual orientation or with respect to a person or group’s ethnic, racial, or religious background or affiliation.



Sexual Harassment

Sexual harassment is defined as one or more incidents involving unwelcome conduct of a sexual nature, by men towards women, by women towards men, between men, or between women.

Specific examples of unwelcome conduct of a sexual nature that may constitute sexual harassment include:

- Requests for sexual favors
- Advances, propositions, touching or leering
- Persistent unwanted contact or attention after the end of a consensual relationship
- Sexually suggestive comments or gestures
- Stalking or persistent attempts to contact another person
- Sexually degrading words used to describe a person
- Inquiries or comments about a person's sex life or sexual behavior
- The display of sexually suggestive or pornographic material causing embarrassment or offense told or carried out after the person showing the material has been informed that it is embarrassing or offensive, or that by its nature is known or ought reasonably to have been known to be embarrassing or offensive
- Sexual stories or jokes causing embarrassment or offense told or carried out after the person telling the story or joke has been informed that it is embarrassing or offensive or that are by their nature known or ought reasonably to have been known to be embarrassing or offensive.

Workplace Bullying

This policy applies to all members of the CBOA in all CBOA workplaces.

Bullying and harassment are not acceptable or tolerated in the workplace. All members will be treated in a fair and respectful manner. Intent does not determine whether the behavior is bullying and harassment. A person cannot excuse their behavior by saying he or she did not intend to be humiliating or intimidating.

Definition of bullying and harassment

(a) Includes any inappropriate conduct or comment or negative behavior by a person towards a worker (either once; however generally repeatedly and persistently



over time) that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behavior does not include:

- Expressing differences of opinion
- Offering constructive feedback, guidance, or advice about refereeing basketball
- Making a legitimate complaint about someone's conduct through established procedures

Bullying and harassment should not be confused with exercising managerial authority. Examples of reasonable Executive action might include decisions relating to the following:

- Workloads and assignments
- Promotions and appointments
- Refereeing instructions, supervision, or feedback
- Referee evaluation
- Performance management
- Discipline, suspensions, or terminations.

Examples of conduct or comments that might constitute bullying and harassment include:

- Verbal aggression or insults; calling someone derogatory names or making belittling remarks
- Harmful and/or humiliating hazing or initiation practices or public humiliation
- Ignoring or excluding an individual
- Giving someone unachievable tasks or 'setting them up to fail'
- Vandalizing personal belongings
- Sabotaging someone's work and/or undervaluing someone's contribution – not giving credit where it is due
- Spreading malicious rumours or gossip and/or undermining someone's integrity
- Physical or verbal threats
- Making personal attacks based on someone's private life and/or personal traits
- Making aggressive or threatening gestures
- Cyber-bullying



Members must:

- Not engage in the bullying and harassment of other members—this also applies to interpersonal and electronic communications, such as email;
- Report if bullying and harassment is observed or experienced;
- Apply and comply with the CBOA’s policies and procedures on bullying and harassment.

Mechanism for handling complaints

Incidents of bullying and harassment must be reported immediately to the Vice President.

In the event of a complaint of harassment, workers should refer to the CBOA’s procedures for reporting and dealing with complaints and incidents as laid out above in the **Discrimination and Harassment Policy** section.



CBOA Executive

As addressed in Article 6 of the CBOA Constitution, the CBOA Executive consists of:

<u>Position</u>	<u>Email Contact</u>
President	president@cboa.ca
Past President	pastpresident@cboa.ca
Vice President	vicepresident@cboa.ca
Secretary	secretary@cboa.ca
Treasurer	treasurer@cboa.ca
Evaluation Chair	evaluation@cboa.ca
Education Chair	education@cboa.ca
Commissioner	commissioner@cboa.ca
Member-At-Large	mal@cboa.ca
Executive Group Email	executive@cboa.ca

The names of the CBOA members filling the roles and responsibilities of the Executive can be found on the CBOA website. The Duties of the Executive can be found in Article 7 of the CBOA Constitution.

Compensation for Executive

The Commissioner will receive 6.5% of game fees as an honorarium. The Treasurer will be paid 1% of all billings. Each executive member, other than the President and Vice President, will receive \$500.00 as a honorarium. The President and Vice President receives a \$1000.00 honorarium.



Membership

In order to be a member of the CBOA an individual must fulfill the following as stated in the CBOA Constitution, Article 4.2:

- Abide by the Constitution and policies of the Association, including the CBOA Code of Conduct.
- Be active in the affairs of the Association.
- Maintain membership in the ABOA.
- Pay the annual membership fee.
- Write the annual national rules exam.
- Attempt to improve their ability as an official.
- Be approved by the membership committee.
- Sign an annual membership agreement.

In addition, this handbook will discuss the General Expectations that each member should adhere to.

New members to the CBOA

In order for a person to join the CBOA, they must abide by the same conditions as any current member and the following:

- Submit the online joining application found on the CBOA website
- Attend a clinic
- Purchase the correct ABOA approved referee jersey

Intake Period for new members

The intake period for new members to the CBOA is in September each year. A new officials clinics will be held during this time. The CBOA may hold additional new official clinics when deemed necessary to expand the membership.

The executive may allow a person new to the association to become a member and an active official outside of this timeframe based on that officials level of training and officiating experience.



Meetings

Executive Meetings

Executive meetings are held at minimum four (4) times each fiscal year.

Executive meetings can be open to the membership. Due to the nature of business discussed at the executive meetings there may be times that at the discretion of the President that the executive meeting, in entirety or portion thereof, shall be determined to be “*in-camera*”.

Contact the Secretary for the time and location of the next meeting or to have an item put on the agenda.

General Meetings

Meetings are generally held four (4) times each year:

- September - This meeting is the first meeting of the new season
- November - meeting held in conjunction with the High School Level clinic
- January - Mid-Season meeting and pay night
- May - Annual General Meeting, Elections and pay night.

Attendance at meetings is important as a member is obligated by the CBOA constitution to be active in the affairs of the association (*see page 12 - **Membership***). Any CBOA member who cannot attend any meeting should notify the Secretary in advance with their legitimate reason for non-attendance. Meetings are held as per Article 9 of the CBOA Constitution.



Game Fees

Current for 2018/19 game fees are as follows:

<u>League</u>	<u>Fee</u>
Calgary High School	\$50.00 / game
Rockyview / Foothills High School (includes travel)	\$59.00 / game
Calgary High School Tournaments with before 4:00 pm scheduled start*	\$75.00 / game
Rockyview / Foothills School Tournaments with before 4:00 pm scheduled start (includes travel)*	\$84.00 / game
Calgary Catholic Jr. High	\$30.00 / game
Calgary Senior Men & Women	\$50.00 / game

* weekday assignments only

Officials working alone shall be paid at 1.5 times the normal rate. This applies to games that you are assigned to work alone and not in the situations when your partner is a no-show.

All officials must **print** their names on the scoresheet at the beginning of the game and initial at the end. Failure to print their name on the scoresheet may result in the *official not being paid*.

Becoming a member of the CBOA and refereeing games assigned by the CBOA does not imply an employee/employer relationship. Members who referee games assigned by the CBOA do so as an independent contractor. Further, members who referee for the association agree to have the CBOA act as their agent to solicit, contract, and collect fees on their behalf.



Fee Deductions

All members of the association are subject to a standard deduction from each of their cheques. The percentage of deduction is set by the executive. This represents an administration fee, which covers the cost of assigning and provides an operational fund from which the CBOA can pay for meeting locations and other resources.

All CBOA members must also pay the annual membership dues to the Alberta Basketball Officials Association (ABOA). The CBOA collects these dues from the members and remits them to the ABOA on their behalf. A CBOA member must, by Article 4 of the CBOA Constitution, maintain membership in the ABOA. Membership in the ABOA registers the individual as a basketball official in the province and allows that person to be covered by the current ABOA insurance.

The CBOA from time to time may offer for sale such items as:

- Jerseys
- CBOA Crested Golf Shirts or other outerwear
- Gear Bags
- Other officiating equipment and accessories
- Social events

CBOA members wishing to purchase an item (when offered) may do so via deduction as long as:

- The member has enough funds accredited to them, and
- The treasurer is notified of the request for deduction



League Liaison

The Vice President is the primary manager for all incidents occurring in the leagues that the CBOA services. All player, coach, and spectator ejections, and any incidents of a severe nature, should be reported to the Vice President within 24 hours. Inquiries of a general nature about the leagues covered by the CBOA can also be directed to the Vice President.

The Member at Large is the liaison to the executive for CBOA members. If you have general questions or concerns about the association, contact your Member at Large.

Membership List

The updated roster is maintained in the assigning software. This membership list is available to all members so that the membership may be in contact with each other on matters related to refereeing. The CBOA does not sell its membership list to anyone, nor does it publish the membership list to any public websites. The online assigning software site is the only location that the membership list can be found and this site is only accessible by the membership via an individual's username and password.

Information on the membership list is not to be released to the general public without an individual's consent. Use of the membership list for solicitation of any kind, without approval of the association, is prohibited.

It is the responsibility of the member to ensure your address and contact information is correct and up to date in the assigning software.



General Expectations

Each year, an approved member of the association:

- A. Must write the CABO exam each year and obtain a reasonable mark
- B. Must follow the proper dress code.
- C. Must attend all meetings unless there are extenuating circumstances.
- D. Must be at all games assigned to them.
- E. Must use accepted signals and mechanics.
- F. Must display a professional attitude both on and off the floor.
- G. Should be in good physical condition and able to keep up with the play.
- H. Must attend at least one clinic (as a participant or as an instructor).
- I. Should dress at the game site when facilities are available. This is strongly recommended for all High School level games.
- J. Should conduct a pre-game talk with your partner(s).
- K. Should make some contribution for the good of the association.

In order to be considered a member in good standing of the Calgary Basketball Officials Association, all CBOA members are required to accept and officiate a minimum of 30 games assigned by the CBOA per season.

A specific Code of Conduct and Membership Agreement have been adopted by the membership that deals with more specific expectations.



Clinics

Local

There are two (2) clinics held locally in Calgary held by the CBOA on an annual basis:

- The **novice officials clinic** discusses rules, mechanics and basic officiating philosophy. This clinic is often held once in September (again in January, when required). Though often referred to as the Rookie Clinic, CBOA policy dictates that beginning members attend the clinic for two consecutive years. (Members rejoining the CBOA after a multiple year absence may be required to attend this clinic.)
- The **mandatory clinic** is for all members of the association. It covers advanced topics as well as specifics on procedures for high schools, such as ejections. Often the membership is broken out into specific level so that the information presented is at the appropriate level for the audience.

Provincial

The ABOA holds a Provincial Clinic of some type every year. These clinics can be presented in many forms.

- **Provincial Officials Clinic:** A single, centrally-based clinic with a variable focus, but usually includes at least one elite clinician from outside the province.
- **Regional Clinic:** The ABOA in some years opts to have a number of small clinics throughout the province rather than one large clinic. These are often more specific in nature, designed to address certain new topics or problem areas. Provincial clinicians are used as instructors.
- **Webinars:** The ABOA uses webinars as an alternative to travelling officials to a central location. Officials who work at the College and/or University level must attend this online meeting by ABOA policy.



Officials Certification

The CBOA follows the Canadian Basketball Officials Association (CABO) - National Official Certification Program (NOCP) to grade and rank its members. Details regarding the NOCP can be found online at <http://basketball.ca/en/ofc/nocp> and here <http://www.refalberta.ca/nocp>.

Rules Exam

Each member is required to write the national FIBA rules exam and receive an acceptable score (currently 60% or higher) in order to receive games. This exam is written online, is open book and has a 90 minute time limit. For applicants who do not receive the appropriate score, the CBOA has a specific re-write procedure (that may vary from year to year)

The writing period is designated by CABO and is usually open to be written in the first two weeks in December. Only those officials who write the exam within this designated period are eligible for consideration for provincial and national appointments.

NOCP Qualifying Exam Scores:

Level 1	70%
Level 2	80%
Level 3	86%
Level 4	86%



Receiving Games

Assigning Policy and Procedure

The CBOA has established a **General Assigning Policy** (May 1998) and revised this policy (January 2018).

The CBOA uses Arbiter (or other assigning software as approved by the Executive) to manage and assign games to members in good standing of the association.

Whenever assignments or appointments are made, the assignor/appointing body will consider and balance what is :

- Appropriate for the **Client**,
- Appropriate for the **Official**, and
- Appropriate for the **Association**

The specific procedure the association uses to assign games is as follows:

- A. All leagues submit their schedules to the assignor and/or computer operator to be inputted to the assigning software.
- B. All games are entered for each day, including:
 - a. team information when available
 - i. To assist the commissioner in assessing difficulty level
- C. The Commissioner is provided with a list of games sorted by day
- D. Officials are assigned games based on the CBOA General Assigning Policy. Factors may include:
 - a. Ability
 - b. Availability
 - c. Service to the association
 - d. Equal games to equal officials
- E. The Commissioner will attempt to assign a majority of games 3-4 weeks in advance
- F. Cancellations will be handled on a daily basis with the most available people being called first.
- G. All league championship assignments will be approved by the executive



Officials **may** be subject to the following **fin**es for **cancellation** of previously accepted assignments:

- Cancel less than 24 hours before the game: fine in the amount of the game fee.

Types of Assignments

Local

The CBOA assigns all of the following games:

- High School
 - Calgary (CHSAA)
 - Calgary Independent Schools (ISAA)
 - Rockyview
 - Foothills
- Senior Men and Women
- Catholic Jr. High

Provincial

The ABOA assigns the following games:

- High School Provincial Championships
 - ABOA will advise local boards as to how many officials to each tournament the local board can appoint
 - The local board will recommend officials from its membership with the following considerations:
 - Must obtain a mark of 80% in the writing of the rules exam
 - Must have obtained a provincial evaluation in the past two years
 - Must be working at the level of game appointed to
 - Must be available to work the entire tournament.
 - Must be capable of working the championship game.
- ACAC
 - ABOA policy regarding ACAC assignments can be found at <http://www.refalberta.ca/policies>.



National

The ABOA nominates qualified candidates to The Canadian Basketball Officials Commission (CBOC), who then selects officials and assigns the following:

- CCAA Nationals
- USport Nationals
- U15, U17 & U19 Summer Nationals

Supplies

The FIBA Rule Book and Interpretation, and Mechanics Manuals can be found at <http://basketball.ca/en/officials/documents>.

The ABOA certifies suppliers for jerseys and/or CABO jackets.

The Fox 40 whistle (black, standard size) is the standard whistle used in Alberta, and is widely available.

Arrival Times

You are expected to arrive well before game time for all of your assignments. This not only lets your partner know that they are not alone, but facilitates a good warm-up and pre-game. The CBOA has set the following standard arrival times:

USport - as per contract

ACAC - as per contract

High School - at the score table 15 minutes prior to game time.

Men and Womens League - at the score table 15 minutes before game time

If you must be late, contact your partner in advance.

An official is late when they do not adhere to the above guidelines. All lates should be reported to the Commissioner. Again, if you know you are going to be late, contact your partner in advance.



No Shows

If your partner appears to be a no-show, you should phone the commissioner immediately - do not wait until the tip-off time arrives. See Arrival Times to determine when you should phone.



Uniform

The provincial dress code is as follows:

1. An official's uniform shall be neat and well-pressed.
2. The uniform shall consist of the following:
 - a. Shirt: ABOA approved jersey. The shirt tail shall be worn tucked in.
 - b. Trousers: Black, dress slacks. Beltless is preferred
 - c. Shoes: Primarily black indoor court shoes
 - d. Socks: Black
 - e. Whistle: Black, with black lanyard
 - i. Fox-40 Classic is highly recommended
 - f. Jacket: Approved CABO warm-up jacket

Rules Of Play

All leagues use the current FIBA rules of play.

Modifications

High School

- 1 Minute Interval of play between quarters
- 10 minute half time
- Trapezoid restricted area

Men & Women's League

- 1 Minute Interval of play between quarters
- 5 minute half time
- Widest available restricted area

Jr High

- Site specific rules. Check with game site administration upon arrival.



Disqualifications

It is very important that members follow proper procedures after a player or coach has been ejected. At the game site, fill out the report mandated by the league. If no game report is available, use the back of the score sheet. Make sure your report is as comprehensive as possible. Then, contact the CBOA Vice President via email. Members failing to follow procedures related to player/coach/spectator ejections may be subject to disciplinary action by the CBOA. Special procedures for individual leagues and shall be addressed at clinics and/or general meetings and/or in CBOA publications.

Discipline

The Vice-President in consultation with the membership committee is responsible for the discipline of the membership.

As the CBOA is viewed to be the authority regarding refereeing basketball in the greater Calgary area it is extremely important that the membership conducts itself as professionals at all times. The Vice-President has at their disposal instruments for disciplining members whose actions are not in accordance with the membership agreement, code of conduct or the constitution. These instruments include a range of consequences from verbal or written warnings, fines, suspensions and-in the most extreme cases-expulsion from the association.

Fines

The CBOA has established fines for the following infractions:

- Late for game:
 - one-half game fee.
- No Show:
 - First Occurance: One game fee
 - Second Occurrence: twice the game fee
 - Reduction in the number of assignments
- Failing to file a game report regarding disqualification
 - Maximum: One game fee



Code of Conduct

Can be found in Article 4.3 of the CBOA Constitution:

4.3 Code of Conduct

4.3.1 The role of the official does not begin and end with entry onto and exit from the basketball court. We have an obligation to the game of basketball, our peers and ourselves to conduct ourselves in a certain manner at all times.

4.3.2 Officials of the CBOA shall:

- Not make any remarks that would cause the reputation of the CBOA or ABOA any damage;
- Put forth their best effort in each game, regardless of the level;
- Always show respect for the rights and privileges of the players, coaches and fans;
- Study and continue to improve their knowledge of the rules for each league that they officiate;
- Be unquestionably impartial and always represent themselves and the rules of the game as fairly and as accurately as possible;
- Represent themselves as professionally as possible in physical appearance and conditioning;
- Understand that the use of alcohol and illegal drugs is totally unacceptable on game days before the games;
- Be respectful and supportive of their peers on and off the court whether an official, spectator, player or coach;
- Accept the fact that they will make mistakes. They will do all that they can to prevent this learning process from frustrating them, or affecting their performance and professionalism;
- Do all that they can contribute to the growth of the CBOA and its officials through support, encouragement and a positive attitude.
- Respect constructive feedback received from the evaluation committee and commissioner;
- Work with the evaluation committee and the commissioner to maintain a mutually accepted rating level;
- Not solicit or accept games from any coach, league, or league representative without CBOA clearance;
- Not accept games from outside CBOA /ABOA approved sources that will interfere with my CBOA assignments.



4.3.3 Membership in the CBOA indicates acceptance of this code of conduct.

- Breach of this code of conduct is cause for disciplinary action with the understanding that such action will be performed with the same level of respect and dignity that is implied within the code. It is understood that officials are people too, and they are subject to the same emotional and physical influences as anyone. The fact that we are paid for our expertise while officiating leads to the understanding that we must do all that we can to not allow these influences to diminish the level of conduct anticipated and expressed in the above code of conduct.



Evaluation Process

An honest attempt will be made to evaluate as many officials as possible each year. All university and college approved officials will be rated by a provincial evaluator. All other will be rated by a CBOA approved evaluator at the highest level game possible. Officials who are not satisfied with the rating may apply to be rated by a different evaluator and pay a second fee. At the end of the season, evaluation committee will prepare a new set of rankings based on this seasons work.

Evaluation fee

The fee for a evaluation performed by a CBOA referee coach or evaluator is the game fee. This mandatory evaluation fee will be deducted from your next game fee cheque. On occasion, you will receive a provincial evaluation. The ABOA charges a similar fee for such evaluations (there is no charge when done at ASAA provincials and some summer tournaments). If a special program is implemented where the fee will be different, the affected members will be informed in advance. The Evaluation Chair person shall use a standard form for all evaluations.

Annual Ranking procedures

1. The evaluation committee will rank all officials within the current ranking system, taking into account exam scores, previous for ratings, the maximum number of officials at each level, and other factors as decided by the executive.
2. The Executive will approve the rankings made by the evaluation committee.
3. Each CBOA member may contact to Evaluation Chair person to receive their current CBOA ranking. This will indicate the highest level of games at the official can expect to receive on a regular basis. Note: rankings serve as an indication of CBOA rating and NOCP level. An official cannot be guaranteed games at a particular level, as many factors beyond the control of the association play the role in assignments.
4. Officials may request in writing a reevaluation of their ranking. The Evaluation Chair person will respond to the request giving reasons for their ranking.



5. Ratings maybe change during the season at the request of the evaluation chairperson, with the approval of the executive.
6. The Commissioner will take these rankings into account when assigning games
7. In emergency situations, the commissioner shall have the authority to use officials in games which are above their ranking level.

CBOA Ranking Levels

CBOA Ranking Levels match the levels used in the Arbiter assigning platform. These levels assist the Commissioner in their role in assigning games and applying the General Assigning Policy (page 21). The levels are as follows:

Level	Description
100.	USport & ACAC
200.	Division 1 & 2 men; masters; high school varsity (lead or support specified)
300.	Division 3 men; division A women; high school juniors (lead or support specified); high school senior girls tournament play
400.	Junior High, Junior girls tournament play; division B women
500.	New Officials

Payment

Officials shall be paid in three installments. The first payment will be made at the end of January for all games work up to the end of December. The second payment will be made at the end of the season for the remaining games worked. This paynight is held in conjunction with the CBOA's Annual General Meeting usually held in May. Spring and summer league games will be paid at the September meeting.



Note: any Official who finds an error in their cheque must appeal to the treasurer in writing within three weeks of the pay date. After three weeks, no further adjustments will be made.

Note: request for advances are to be made during directly to the treasurer and must be approved by the President, Vice President, and Treasurer before any advance payment is made.

Game Records

All CBOA members are responsible to maintain an accurate record of their games worked. This can be accomplished by making an electronic copy of their own pay sheet from the assigning software.

