

Evaluation Committee Policy, Procedures, and Guidelines

Mission

The Evaluation Committee's (the "Committee") mission is to evaluate new and existing member officials of ECBOA ("ECBOA" or the "Association"), follow guidance of the Board of Directors, and recommend and approve each member's ranking within the prescribed guidelines outlined herein.

The goal of the Committee is to evaluate as many Association members as possible during the basketball season and during the off-season in accordance with the Association's By-Laws and Constitution. Evaluations will be based on the criteria established and recommended by the FHSAA.

Official's rankings may improve or decline based on their evaluation score, subjective comments of the evaluator, and other feedback and/or criteria as determined by the evaluator, Committee members, the assignor, and/or the Board of Directors. Evaluations may be conducted by one or more Committee members, a trained FHSAA Evaluator, or anyone else approved by the Board of Directors. A majority vote by the Committee is required to change an official's ranking.

The rankings as approved by the Committee will be part of the criteria utilized by the Association's Assignor in making assignments during the FHSAA basketball season, and will also be part of the criteria used by the Recommendation Committee.

These Policies, Procedures, and Guidelines may be amended from time to time by the Board of Directors, and any changes must be approved by a majority vote of the Board.

1. Committee

The Committee will be made up of 6 members:

- 1) The Association Assignor (non-voting)
- 2) Committee Chairperson (voting)
- 3) Board Liaison (non-voting)
- 4 & 5) Two (2) voting members nominated by the Board Liaison and approved by the Board of Directors (voting).
- 6) Lead Evaluator (non-voting)

There shall be three voting members including the Chairperson and the 2 members approved by the Board of Directors.

2. Committee Authority

A majority vote by the three (3) voting members is required to change an official's ranking. An official who is slated to have his/her ranking downgraded may appeal to the Committee provided it is done within five (5) days of notification of said ranking change. The Committee voting members

shall either i) reconsider their decision and return the official to his/her previous ranking, or ii) uphold their decision to change an official's ranking.

The Committee will assist the Training and Recommendations Committees as needed throughout the year.

3. Committee Member Qualifications

Committee members should have 10+ years varsity experience, should be ranked 105 or higher, and shall be in good standing with the FHSAA and ECBOA.

It is highly recommended that the Lead Evaluator be a non-active FHSAA official and shall have officiated for at least 15 years with at least 10 years of varsity experience. The Evaluation Chairperson shall not be an active coach within Palm Beach County.

All Evaluators must be trained to follow the standards for scoring and the evaluation process per the FHSAA guidelines.

4. Sites for Evaluations/Observations

Various sites may be used throughout the year for evaluations to include but are not limited to: Tip-Off Classics, Holiday Tournaments, Summer Camps, FHSAA Clinics, Pre-Season Scrimmages, Training Sessions, High School contests and at permanent evaluation sites as may be established for the contest year.

5. Use of video

The use of video recorder/digital video in evaluations is highly recommended, especially during camps, ECBOA sponsored events, permanent evaluation sites, and in-season contests. Video recordings may be stored as media files for reference and used for training purposes.

An evaluator and/or the Committee may review a video/digital recording of a game provided by a member requesting a 2nd evaluation/re-evaluation, a coach requesting an evaluation of a member official, or any other person providing video of a member official.

6. Evaluation Form

Evaluators will utilize the most current FHSAA Evaluation Form. Evaluators are expected to provide complete and comprehensive evaluation forms to assist in an official's development.

Evaluators will follow the FHSAA guidelines for scoring official's performance for each criteria on the evaluation form.

A ranking recommendation may be made on the form, which shall in turn be discussed with the Committee.

7. Ranking Guidelines

The Board of Directors will establish and be responsible for the guidelines to define each ranking level. While some specifics are necessary, the Board is asked to leave room for intangibles such as game management, confidence, judgment, interaction with coaches and other officials, appearance, and an officials general knowledge and feel for the game. Further, from time to time the Board shall provide guidance to the Committee on equitable distribution of officials in our current ranking system, and be forward looking to account for succession planning and needs of the Assignor. The definition of said rankings will be assessed each year by the Board of Directors.

Recommended Ranking Guidelines:

100: Boys Varsity Referee and Crew Chief

- Score above 3.75 on ECBOA or FHSAA evaluation
- Score 90% or above on FHSAA rules exam
- ECBOA as Primary Association (Secondary members shall not be rated a 100)
- Participation in ECBOA initiatives (training program, mentorship program, evaluations program, recruiting, etc.)
- Mastery knowledge of 3-man mechanics
- Should attend post season camp (high school or college) once every 2 years
- Excellent/Above average in most evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

A 100 ranking is the highest rank within ECBOA. Officials being considered for this ranking should possess the necessary skill set to officiate high-level caliber games, should possess the skill set and handle the responsibilities of a crew chief, should demonstrate exceptional character and leadership, shall demonstrate professional conduct, should be a good communicator with coaches and fellow officials, should be proficient in the rules, should be dependable and supportive of ECBOA and its mission, should regularly attend ECBOA meetings (including minimum meeting requirements per ECBOA rules), and should be proficient in the administrative responsibilities of an official and crew chief including but not limited to i) accepting assigned games on a timely basis, ii) having minimal turn backs, iii) block dates he/she cannot work, iv) communicate with their partners no later than 8 hours prior to the game time, v) be in proper dress prior to and after games.

105: Boys and Girls Varsity Referee/U1 and Below

- Score above 3.60 on ECBOA or FHSAA Court Evaluation
- Score 88% or above on FHSAA written exam
- Demonstrates proficient skills in 3-man mechanics

- Highest possible ranking of a Secondary member

- Above average in most evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

A 105 ranking will generally possess the same skill set as that of a 100-ranked official, but may be lacking certain characteristics of a 100 as may be determined by the Committee. This ranking qualifies the official as a Crew Chief.

110: Boys Varsity U1/U2, Girls Varsity R/ U and Below

- Score 84% or above on FHSAA written exam

- Score above 3.50 on ECBOA or FHSAA Court Evaluation

- Demonstrates average to above-average 3 man mechanics, and will typically be the U1 or U2 on varsity games; however, from time to time may be a Crew Chief on a game.

- Average to above average in all evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

120: Boys Varsity U2; Girls Varsity U and Below

- Score 80% or above on FHSAA written exam

- Score above 3.30 on ECBOA or FHSAA Court Evaluation

- Demonstrated ability to work competitive level 2-man mechanics games and lower level 3 man games.

- Average in most areas of evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

130: 2-3 Man Varsity Eligible and JV Crew Chief or Below

- Demonstrates average knowledge of 2-3 man mechanics games

- Average to follow progress in most evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

140: 2 Man Varsity Eligible and JV Referee or Below

- Requires the assistance of a more experience official in competitive 2-person mechanics games
- Follow progress in most evaluation categories 1) Knowledge of the game, mechanics, court coverage 2) Signals 3) Appearance 4) Comportment 5) Judgment 6) Court awareness 7) Consistency 8) Game management and 9) Rule application.

150 – 170: JV/Freshmen Officials who are generally assigned to work with experienced officials.

8. New Member Evaluation Requirements

New members, including transfers to the Association, regardless of previous experience level, are required to be evaluated prior to receiving an ECBOA ranking. Once evaluated, the Committee shall determine the member's initial ranking. No new and transferring member shall receive a varsity game until he/she has obtained the required ranking needed in order to obtain a varsity game. No new member or transferring member shall ranked higher than 110 nor be a Crew Chief in their first year with the Association.

9. Pre-Season Evaluations/Evaluation Clinics

The Training Committee and Evaluation Committee will work together to schedule pre-season evaluation opportunities. The Committee Chairperson or the Board Liaison will assign responsibilities and oversee the evaluation process.

10. Scheduled In-Season Evaluations

The Association Assignor or the Board Liaison will assign evaluations for Association members through Arbiter (or such other means as may be permitted by the ECBOA). Evaluators shall be paid in accordance with the approved ECBOA budget upon satisfactory submission of the evaluation. Each season the Board shall endeavor to determine targeted groupings of officials to be evaluated to assure consistency of evaluations throughout the season.

11. Member Requests for Evaluations

Association members may request an evaluation (but are not guaranteed one) during the active FHSAA season. A request must be made in writing or email to the Evaluation Committee Board Liaison. If said request is for a second evaluation during the same season, the evaluation shall be

conducted by a different evaluator, which cost shall be borne by the member requesting said second evaluation.

12. Game Day Evaluations / Protocol

- The assigned evaluator will be notified via Arbiter/email or such other means of the evaluation assignment and the officials to be evaluated.
- For all evaluations the assigned evaluator is expected to be present prior to the start of the game.
- The assigned evaluator may attend the half-time meeting and post-game meeting to provide constructive feedback and discussion to the officials unless requested otherwise.
- The evaluator may or may not announce his presence to the crew at the game site.

13. Communication and Recording

Each ECBOA evaluator shall submit a copy of the completed evaluation form to the Committee and the Committee Liaison for review within 48 hours of the game. The Board Liaison will forward the completed evaluation form to the evaluated official within 3 calendar days of receipt. A copy of each evaluation form will be forwarded to the Association secretary for record keeping.

Committee meetings will be held to review written evaluations completed throughout the year. It is recommended that no less than three meetings be held during the season. After meeting and voting on any ranking change, the Committee will provide the Board of Directors their approved ranking changes. A quorum vote by the Committee is required on all decisions. A quorum is vote by the majority of the voting Committee members.

All ranking changes shall be communicated to the Association President who in turn will notify the official of his/her ranking change.

Rankings will be updated and posted accordingly on the ECBOA website.

14. Evaluation Committee Meeting Schedule

The Committee will meet as needed, or by special request of the Board of Directors, or by special request of the Committee Chairperson. It is recommended that the Committee meet no less than three times during the season.

15. Compensation for Evaluators

Evaluators will be compensated in accordance with the Association's approved budget. Compensation shall be subject to satisfactory receipt and review of the evaluation as determined by the Board Liaison. Missing information or incomplete evaluations must be corrected prior to

payment being made. Compensation shall not exceed the annual budgeted amount approved by Board of Directors.

The Board Liaison will report to the Treasurer the expected costs of the committee's efforts to include in the annual budget. The Liaison will present a budget to the Board of Directors that includes all activities that will enable the Committee to achieve its goals for the year as determined by the Board of Directors.

16. Removal of Committee Members

Any member of the Committee may be removed from the Committee with a majority vote of the Board of Directors. A replacement will be nominated by the Board Liaison, with majority vote required of the Board of Directors for approval.

17. Duties of the Board Liaison

The Board Liaison is responsible for reporting to the Board of Directors all activities of the Committee, its decisions, and make sure the website and Association records are consistent with the Committee's decisions, and the rankings accurately reflect the Committee's decisions and intent.

The Board Liaison shall also maintain hard or electronic copies or the files of all official evaluations for reference and making sure copies are mailed/emailed to members as required herein.

18. President of Association / Replacement of Members

The President is an Ex-officio member of the Committee: Vacancies may be filled by majority vote of the Board of Directors.

Approved by Board: June 24, 2020

A handwritten signature in blue ink, appearing to read "Joe Erwin", is written over a horizontal line.

Joe Erwin, President