



Recommendation Committee Guidelines

August, 2022

1. Committee

- The committee will be composed of 3 voting members: Chairperson, Booking Commissioner, and 1 at large member elected by the body.
- Any **primary** member in good standing may be considered for the chairperson spot and the at large position. At the first general business meeting nominations for the at large position will be taken. Provided there are two or more candidates, an election will take place via election buddy, the Secretary will collaborate the results and report back to the board.
- If possible, the Chairperson will be a 2-year term and the at large position will be a 1-year term.

2. Duties and Responsibilities

- Primary responsibility of the committee is to select eligible members that have met the ECBOA and FHSAA requirements for the Regional List. Said list will be used to cover State Series Regional games.
- Committee will meet as necessary to comprise the list. The Board Liaison will set the time for such meetings in a way to accommodate everyone's availability. Teleconference may be used; however, it is recommended that at least 2 meetings shall be in person, preferably the first and last meeting.
- Booking commissioner will provide a list of officials that are eligible for the list, copy of the last 3 years lists. Any relevant information such as test score, recent evaluations, feedback from a previous state assignment performance, **playoff game turn backs, disciplinary issues**, and availability issues **WILL** be used to comprise the list as well.
- Evaluation committee will comprise a "top 30" list, not in any particular order, to be used to compile the list. This would be the collective list of our top 30 officials on either side combined. This list will be the combined assessment of the evaluation committee.
- Once the top 5 crews on both sides are complete and agreed upon, an email will be sent out by the Chairperson to all eligible officials on crews 1-3. The email will state that they are being considered for a top 5 crew spot on the list and request they commit to availability of the playoff dates. If an official can't commit or is not available for 2 or more of the stated dates, it shall be considered, **and highly recommended**, that they be removed from crew 1-3 and placed on a crew between 4-12. This is done to promote consistency on our higher crews throughout the playoffs and to avoid changes. This should also be a strong factor in considering the crew chief position.

3. List considerations

- Every crew is a representation of ECBOA and the brand that has been established. Officials should be a good representation of ECBOA on and off the court. They should possess the skills, both physical and mental, to officiate a playoff game in a manner as to uphold the reputation of ECBOA.
- Crews will be selected by the 3 voting members on the committee only.
- There shall be a minimum of 10-12 crews for each side. Alternates for each side is suggested but not mandatory.
- All **primary** members with at least 1 full year or more with ECBOA are eligible for the list. New and secondary members are not eligible.
- All members must have attended at least one general business meeting and two different training meetings to be considered for the list. It is an official's individual responsibility to ensure that their meeting requirements have been met.
- To be eligible for crews #1 and #2, an official shall be ranked 100 or 105 prior to the start of the present season (11/15). All ranking changes by the evaluation committee must be done by this time.
- ****Any official that was selected by the FHSAA to work a state final or semi-final game in the previous season and is in good standing from that appearance will be "green lighted" for return. These officials should be placed on crews 1-4 for the coming season. Every effort should be made to spread them out evenly over the 4 crews. There is no limit to how many times the FHSAA may select an official, however after three selections in a 4-year period it is recommended that official go to crew 5 or above to allow others the opportunity to advance within our system. If they still get selected by the FHSAA then they go again.**
- Officials should work a minimum of **4** games on the side (boys or girls) they are being considered for and have no more than **4** turn backs prior to January 1st. If an official makes the list and then surpasses the maximum turnback number, that official can still be removed from the list and replaced prior to submitting it to the body for vote and sent to the state.
- Extra attention should be placed on crew chief selection. Not only is the crew chief the "leader" of the crew and will be in communication with school AD's, members of their crew, and reporting results back to Yetta and the booking commissioner, they also are the first official chosen to move up and replace an official on a higher crew if a conflict should arise. That official should be deserving of such a "promotion" both on and off the court. Past performance, ranking, disciplinary action and playoff attendance records are all part of this consideration.
- When deciding between two officials for a crew, those official's contribution to the organization, past and present, **will** play a factor in the choice.
- In order to provide our best officials, the top 30 list should be the primary tool used to complete the list and supersede all other criteria.
- Keep in mind up and coming officials in the association and strive to reward these individuals whenever possible.
- The regional list shall be completed no later than December 15th of the calendar year beginning the season. Once completed the list shall be forwarded to the board by the

liaison for review. At this point, board members will review for any glaring errors. Personal opinions are irrelevant and will **NOT** be considered. The list will then be posted on the ECBOA website in accordance with the ECBOA calendar for member review. List will then be voted on by the body and confirmed by the Secretary.

- If the list is not approved by majority vote of the body, the list will be redone by the Booking Commissioner and Executive committee (president, VP, Secretary, Treasurer) with a majority vote deciding on any official in question. The revised list will then be sent to the FHSAA. **Note:** Our goal here is to provide the FHSAA our best officials to choose from for the State Tournament.
- If changes are to be made after membership approval, they must have approval of the Executive Board and Booking Commissioner. Booking commissioner will email the issues and any suggested changes for immediate review. Changes must be approved by a majority vote ASAP or within 24 hours. Once approved, Booking Commissioner shall email said changes to the Board of Directors. All communications with the FHSAA will go through the booking Commissioner pursuant to FHSAA guidelines.
- In the event changes are to be made, no official shall move up to a crew more than 3 positions higher than their present crew, even if this means changing several crews. For example, an official on crew 8 may not go higher than crew 5 on forward movement. 7 to 4, 6 to 3, ect. Only exception is if an official is a 100 or 105 there is no limit to how far they may move as they should be on the higher crews to begin with.
- Officials on crews 1-3 MUST work at least 50 % of their assigned playoff games, district through regionals. They must also work the assigned regional semi-final or final. If an official does not meet these criteria, they shall be removed from the list for the remainder of the playoffs.

State List Selection Policy

- Committee will compile a list, in alphabetical order, of not less than 6 officials on each side to be submitted to the FHSAA for consideration for state assignment. This should consist of crew's 1 & 2 on each side if done correctly. More than 6 names are allowed; however, the minimum is 6.
- Any official that was selected to a state series game in the previous season and "green lighted" to return shall be eligible to be placed on the state list regardless of what crew# they are on.
- Officials may be on both the boys and girls side and do not have to "choose" between the two. Be aware that the two sides may overlap and create a scheduling conflict so placement on each list should be done in a way to avoid such conflict.
- If an official is on crews #1 or #2 on one side, they should not be on crews #1-#3 on the opposite side.