

# MVBOA Standard Operating Procedures

Revised January 19, 2020

*Bold, italic* text indicates the most recent changes.

## CLAUSE I – MEMBERSHIP REQUIREMENTS

### 1. Annual Certification Requirements

- A. The membership year shall be November 1 through October 31.
- B. In order to maintain MVBOA membership, member officials must fulfill the annual certification requirements established in the OSAA Athletic Officials Handbook.
- C. MVBOA members must pay membership dues as outlined in Clause IV, sub-section 1.

### 2. Membership Standing

- A. As established in the MVBOA Constitution Article III, Section 7, the terminology of a membership in good standing applies to internal MVBOA memberships.
- B. Memberships that have been suspended or revoked shall be considered memberships not in good standing in regard to OSAA guidelines and only those members who had their membership suspended or revoked will be reported to the OSAA as such.

## CLAUSE II – OFFICIALS RANKINGS

### 1. Assignments

- A. In addition to the general guidelines regarding emeritus and ranked officials, the Commissioner is the assigner and must weigh the needs of the association, clients, and individual member availability.
- B. All MVBOA member officials shall be ranked according to the rankings established in the following sub-sections.

### 2. Emeritus Level

It is the intended purpose of the Emeritus status to allow a valued, long-time MVBOA official to continue contributing to the betterment of the MVBOA while being recognized for their loyal service to, and as a valuable resource within, the MVBOA.

- A. A veteran official with a minimum of 10 years membership in the MVBOA may request transfer to the Emeritus status, subject to approval by the Executive Board.
- B. An Emeritus official is neither ranked nor eligible for any post-season assignment.
- C. A member with Emeritus status may petition to rejoin the ranking process through the Transfer Official Process in sub-section 5.
- D. Emeritus officials are assigned games at the discretion of the Commissioner with limitations provided by the Executive Board prior to the start of the season.

### 3. Official Rankings

- A. All members shall be ranked numerically by the Commissioner, except for Emeritus members. Rankings are used by the Commissioner to assign officials to various levels of games in addition to other considerations including availability, meeting attendance, membership standing, etc.
- B. The list of ranked officials will not be published. Individual members may contact the Commissioner to request their ranking.
- C. Ranking considerations include technical and tactical proficiency, knowledge and understanding of rules and philosophy, rule application, implementation of mechanics and signals, credibility and acceptance with peers and coaches, proficiency of game control and management, conflict resolution skills, physical fitness, comfort level, self-improvement and self-development initiative, professionalism, communication, and evaluations.
- D. New officials will not be ranked until after their first year of officiating with the MVBOA.

### 4. Senior Crew Chiefs

The purpose of the Senior Crew Chief status is to identify members that have reached the highest levels of experience and leadership within the association. A Senior Crew Chief exemplifies the top level of professionalism by displaying all of the qualities of ranked officials.

- A. Qualifications:
  - i. Evaluated by other Senior Crew Chiefs,
  - ii. Commissioner nominated,
  - iii. Affirmed by the membership, and
  - iv. Meets criteria and expectations listed below.
- B. Criteria and Expectations:
  - i. Technically and tactically proficient, tried, tested, without blemish, consistent, trusted, looked to positively by peers, acknowledged by coaches, fully accepted, capable and proven as both a referee and umpire in all facets and all levels,
  - ii. Has playoff and tournament experience and works 20 or more MVBOA varsity games during the membership year,
  - iii. Is in good health,
  - iv. Continues to improve, seeks professional development, stands out as best of the best, a leader, a teacher, a mentor, completely professional on and off the court, participates regardless of assignment and/or postseason contribution, and
  - v. Has the ability to work all levels as lead referee and observes, trains, and assists when assigned as the umpire.

## **5. Transfer Officials**

The following procedures apply to officials who transfer into the MVBOA or members who are returning after a sabbatical of more than one year.

- A. Officials may submit to the Commissioner a letter of officiating experience, letters of references from other associations with contact information, and/or any other information that might help in determining their status in the MVBOA.
- B. Based on the information provided, the Commissioner will assign appropriate level games as they see fit in order to evaluate the official.
- C. The Commissioner, or other designated evaluators as requested by the Commissioner, may evaluate the transfer official.
- D. In no case will any transferring or returning official be ranked as a Senior Crew Chief during their first year of transferring or returning to the MVBOA.

## **6. Rank Re-Evaluation**

Any member who feels their rank is not reflective of their current ability may petition to have their rank re-evaluated.

- A. A member requesting a re-evaluation must submit the following documents to the Secretary no later than the second scheduled regular meeting.
  - i. A statement from the petitioning member indicating the reasons a re-evaluation should occur.
  - ii. Written endorsements from at least three members. Each endorsement must include reasons the petitioning member should be re-evaluated reflective of their current ability.
- B. The member petitioning to be re-evaluated will be notified by the Executive Board that the required documents have been received. After which, the petitioner may request a meeting with the Executive Board to discuss their request for re-evaluation; any meeting will be limited to five minutes.
- C. The Executive Board will assign at least two members to observe and evaluate the petitioning member. Written evaluations will be made and returned to the Executive Board as soon as possible.
- D. The Executive Board will also consider information from the Commissioner.
- E. The Executive Board will give the petitioning member the results verbally by the end of December followed by a written response.

## **CLAUSE III – ETHICAL AND PROFESSIONAL CONDUCT**

### **1. Conflict of Interest**

The MVBOA adopts the current OSAA minimum conflict of interest policy for officials; refer to the OSAA Athletic Officials Handbook.

## **2. Unethical Conduct**

In addition to the ethical code of conduct and ethical guidelines outlined in the OSAA Athletic Officials Handbook, the MVBOA shall consider the following actions as unethical conduct.

- A. Consuming alcoholic beverages with less than twelve hours prior to a game's start time.
- B. Use of tobacco products (including e-cigarettes), illegal drugs, cannabis, and/or alcoholic beverages at a game-site.
- C. Officiating under the influence of illegal drugs, cannabis, and/or alcoholic beverages.
- D. Making a bet or wager, taking a bribe, or accepting a gift that may be perceived as a bribe relating to any interscholastic contest.
- E. Violating the OSAA ethical code of conduct as outlined in the OSAA Athletic Officials Handbook.
- F. Soliciting or lobbying for game assignments from the Executive Board or Commissioner, grossly neglecting contractual obligations, or turning back an accepted MVBOA assignment in order to work a different, non-MVBOA assigned game.
- G. Failing to report a known conflict of interest to the Commissioner.

## **3. Unprofessional Conduct**

In addition to the professional conduct and expectations outlined in the OSAA Athletic Officials Handbook, the MVBOA shall consider the following actions as unprofessional conduct.

- A. Missing a game assignment.
- B. Arriving late to a game assignment.
- C. Making public derogatory comments about officials, games, players, and/or coaches.
- D. Undermining the Commissioner, the Executive Board, or representing the MVBOA in a manner that reflects poorly on the association or the officiating profession.
- E. Engaging in any action which, within the discretion of the Executive Board, gives rise to a concern for the safety of children due to the official's conduct, indicates that the official cannot objectively perform the official's duties, or otherwise is inconsistent with the MVBOA's responsibilities to its clients.

## **CLAUSE IV – MEMBERSHIP DUES, PENALTIES, AND FINES**

### **1. Membership Dues**

Each member of the MVBOA shall pay membership dues.

- A. Dues are automatically deducted from each fee distribution.
- B. Membership dues for each member are **3%** of the net game fees/officials fees.

### **2. Additional Dues and Fees**

- A. Members may also have additional dues automatically deducted from game fees/officials fees to be paid to the Commissioner. The amount of these dues shall be established by the

Executive Board, included in the contact with the Commissioner, and notification provided to the membership at the first scheduled regular meeting.

- B. The Executive Board may propose special fees if the MVBOA requires additional funding. Any such additional fees shall be proposed to the membership at a scheduled regular meeting. Proposals shall include the amount of the additional fees, which members are to pay the fees, the purpose of the additional fees, and a timeline for collection. The membership shall vote for any additional fees at the same meeting in which they are proposed by the Executive Board.

### **3. Member Discipline**

Each member official shall abide by the regulations established by the Oregon School Activities Association constitution, rules, board policies and interpretations, the Athletic Officials Handbook, all Oregon Athletic Officials Association rules and regulations, the MVBOA Constitution, these MVBOA Standard Operating Procedures, and the MVBOA Independent Contractor Agreement, collectively referred to as the regulations.

- A. Members may be disciplined for committing the following actions:
  - i. Violating or failing to comply with the regulations,
  - ii. Missing mandatory meetings with unexcused absences,
  - iii. Committing unethical conduct, or
  - iv. Committing unprofessional conduct.
- B. Members may be disciplined in accordance with the regulations or as otherwise deemed appropriate by the Executive Board.
- C. Depending on the severity and repetition of the conduct, the methods of discipline include, but are not limited to, the following:
  - i. Formal written warnings,
  - ii. Curtailment of membership by the taking away of assigned games, limiting consideration on future schedules, or being placed on probation,
  - iii. Imposing fines,
  - iv. Lowering of rank,
  - v. Suspension of membership, or
  - vi. Revocation of membership.

### **4. Monetary Fines**

An option for disciplinary action includes fining members under certain conditions.

- A. Fines will be automatically deducted from the next fee distribution. The next fee distribution can be in the next membership year.
- B. All money from fines shall go to the MVBOA.
- C. Some fines may be waived by the Commissioner.
- D. Monetary fines may be appealed to the Executive Board.

## **5. Administrative Fines**

The rationale for administrative fines is to make officials responsible for their availability calendar and to encourage officials to turn back games as soon as possible.

- A. Declining game assignments when association wide assignments are released will result in a \$5 fine per declined game unless waived by the Commissioner.
- B. Members that accept a game assignment are responsible for officiating that game. Turning back an accepted assignment will result in a fine unless there was an unforeseen emergency approved by the Commissioner or illness prevented the official from working the assignment. A doctor's note or verification may be necessary to rescind a turn-back fine.
  - i. Turning back an assignment with more than 24 hours prior notice to the scheduled start time results in a \$15 fine.
  - ii. Turning back an assignment with less than 24 hours prior notice to the scheduled start time results in a \$25 fine.
- C. Trading a game assignment without the Commissioner's approval will result in a \$25 fine.
- D. Giving away a game assignment to another official without the Commissioner's approval will result in a \$25 fine.

## **6. Arriving at Game-Site with No Game**

Refer to OSAA game cancellation policy. If the Commissioner made an assignment error, the MVBOA is responsible for game and mileage fees.

## **7. Penalties for Missed Meetings**

- A. Annual business meeting attendance is optional for each official with no penalty for non-attendance.
- B. All regular meetings are mandatory and all members must attend each regular meeting. An official may miss one regular meeting per season. Any official not attending a second regular meeting may be fined a fee determined by the Executive Board or may lose a portion of their next schedule.
- C. Training clinics are optional but must be attended by new officials, second year officials, and transfer officials. Officials may be excused from one sub-varsity training meeting per season. Any official not attending a second training clinic who was required to attend may be fined one 3A sub-varsity game fee or lose a portion of their next schedule.

## **8. Penalties for Unethical Conduct**

- A. An official who is found to have committed unethical conduct shall lose their game assignments for the next two schedules, which may affect the next season's schedule(s), and be placed on probation for two calendar years.
- B. The official will be required to appear before the Executive Board for a hearing regarding their unethical conduct prior to disciplinary action per MVBOA Constitution Article III, Section 8.

## **9. Penalties for Unprofessional Conduct**

- A. An official who is found to have committed unprofessional conduct shall be placed on probation for the rest of the membership year.
- B. Additional disciplinary actions are prescribed for specific unprofessional conduct.
- C. The official will be required to appear before the Executive Board for a hearing regarding their unprofessional conduct prior to disciplinary action per MVBOA Constitution Article III, Section 8.

## **10. Missing a Game Assignment**

Missing a game assignment shall be considered unprofessional conduct. It is expected that officials fulfill their contractual obligation by working an accepted game assignment.

- A. A penalty of one game fee will be assessed to the official who missed their assignment.
- B. One and a half game fee shall be paid to an official working a game alone, by themselves.
  - i. An official who works alone will not receive an additional game fee if they have not attempted to contact their partner prior to the game and must also have attempted to notify the Commissioner.
- C. An official who misses a game assignment will have their membership put on probation for the rest of the membership year.
- D. If officials car-pool and the game assignment is missed because of an error on the driver's part, then the official who drove will be held responsible and accountable for the missed game. Officials who rode with the driver will not be held responsible.
- E. Officials who miss a game assignment because of an error committed by the Commissioner will not be held responsible.
- F. It is the responsibility of the school and/or officiating crew to notify the Commissioner of any missed games. Officials who do not report such incidents to the Commissioner will be fined \$5.

## **11. Arriving Late to a Game Assignment**

Arriving late to a game shall be considered unprofessional conduct. Officials are expected to arrive at the game-site at least 30 minutes prior to the scheduled start time. At a minimum, officials are to be on the floor, in uniform, and ready to officiate 15 minutes prior to the scheduled start time. The following penalties apply to officials who are late.

- A. Not on the floor or ready to officiate fifteen minutes before the scheduled game time will result in a \$5 fine.
- B. Not on the floor or ready to officiate by game time or later will result in a fine equal to one game fee.
- C. An official who is late to a game assignment will have their membership put on probation for the rest of the membership year.
- D. An official who rode in a carpool and arrives late due to an error by their officiating partner who drove will not be held responsible.

- E. An official who drove in a carpool and arrives late due to an error by their officiating partner(s) who rode will not be held responsible.
- F. Officials who arrive late because of an error committed by the Commissioner will not be held responsible.
- G. It is the responsibility of the school and/or officiating crew to notify the Commissioner of late arrivals. Officials who do not report such incidents to the Commissioner will be fined \$5.

## **12. Membership Probation**

While on probation, members are strictly held to the standards of ethics and professionalism. The following actions or conduct committed by a member on probation shall result in further discipline in addition to the established disciplinary actions prescribed in the regulations.

- A. Any subsequent missed game assignments while on probation will result in membership suspension for one calendar year during which no MVBOA game assignments will be assigned to the official.
- B. Any subsequent late arrivals while on probation will result in the loss of the member's next schedule and may affect next season's schedule.
- C. Any other unprofessional or unethical conduct while on probation will result in membership suspension for one calendar year during which no MVBOA game assignments will be assigned to the official or the official's membership may be revoked.

## **CLAUSE V – TOURNAMENT SELECTION COMMITTEE AND POST-SEASON ASSIGNMENTS**

### **1. Purpose and Authority**

The purpose of the Tournament Selection Committee is to select officials from the MVBOA membership to officiate OSAA final-site state tournaments. The committee maintains the authority to make good faith decisions on behalf of the association. Tournament official selections will be decided by this committee based primarily on evaluations and internal committee discussions using advisory information, feedback, and input where deemed appropriate.

### **2. Committee Members**

- A. The Tournament Selection Committee shall have six committee members consisting of:
  - i. The Commissioner,
  - ii. The President or their designated Executive Board officer,
  - iii. An Executive Board appointed Evaluator,
  - iv. One MVBOA member, who is a Senior Crew Chief, who has obtained the playoff level of certification, and who has been elected by the membership, and
  - v. Two MVBOA members who have previously been selected and officiated games at a past OSAA final-site state tournament and who have been elected by the membership.
- B. The Tournament Selection Committee shall be chaired by the Commissioner.



- C. In lieu of an appointed Evaluator per A-iii, the membership may elect a third MVBOA member who meets the same qualifications listed in A-v.
- D. Elected members of the Tournament Selection Committee, per A-iv and A-v, shall meet the following requirements:
  - i. Members shall not be eligible to be selected to officiate any OSAA final-site state tournament during the membership year in which they serve on the committee.
  - ii. Members must currently be in good standing and must have been an active member in good standing in the previous membership year with the MVBOA.
  - iii. Members must have selected the MVBOA as their primary local officials association.
  - iv. Members will be elected by the membership at the second scheduled regular meeting of the season. The candidates receiving the top number of votes will be elected to the committee.
- E. Regarding A-iv, this elected committee member shall be nominated at the same meeting Tournament Selection Committee elections are held. Any MVBOA member meeting the established criteria for this committee position may be nominated.
- F. Regarding A-v, these elected committee members shall be nominated automatically from the group of all active MVBOA members who officiated in any of the previous year's OSAA final-site state tournaments.
  - i. Automatic nominees may decline their nomination to the Tournament Selection Committee if they are eligible and choose to be considered for selection to officiate a subsequent year at an OSAA final-site state tournament.
  - ii. Additional candidates meeting the established criteria for these committee positions may be nominated by the membership at the same meeting Tournament Selection Committee elections are held.

### **3. Committee Expectations**

All Tournament Selection Committee members are expected to fulfill the following requirements.

- A. Committee members must attend all committee meetings.
- B. Committee members must evaluate, observe, and/or work with at least 50% of the tournament eligible officials identified per sub-section 5-I during regular season MVBOA assigned games.
- C. The Evaluator, if appointed, is expected to evaluate and observe a majority of the tournament eligible officials identified per sub-section 5-I.
- D. Committee members must submit to the committee chair approved evaluation forms for all tournament eligible officials they have evaluated or observed.
- E. All evaluation forms must be submitted prior to the committee's last scheduled meeting.
- F. The committee shall make all submitted evaluation forms available to the evaluated tournament eligible official.
- G. Any committee member who does not meet these expectations will be reported the Executive Board and dismissed from the committee and their service up to dismissal will not be counted towards any obligated requirement.

#### 4. Committee Meetings

The Tournament Selection Committee must schedule and hold at least three committee meetings.

- A. The first meeting must be held in November. The objective of this first meeting is to review the committee purpose, requirements, and expectations; to establish evaluation guidelines; and to approve an evaluation form.
- B. A meeting must be held in January after the membership has voted to select the top **twelve** tournament eligible officials. At this meeting, the committee will examine the list of top **twelve** tournament eligible officials and review their evaluations, if any, and ensure those without evaluations are planned to be observed.
- C. The last meeting must be held in February. At this last meeting, the committee must discuss the top **twelve** list of tournament eligible officials; review all evaluations, client and member feedback, and any other pertinent considerations; and make a final determination of the selected tournament officials.

#### 5. Tournament Official Eligibility

To be eligible for consideration as a tournament official representing the MVBOA at an OSAA final-site, members must meet the following criteria and requirements. The criteria in sub-sections C through H may be waived by approval from the Executive Board.

- A. Members must meet the requirements for OSAA State Championship officials established in the OSAA Athletic Officials Handbook. These requirements include:
  - i. Being an OSAA certified official,
  - ii. Having obtained playoff level certification,
  - iii. Having obtained OCEP Principles certification,
  - iv. Having obtained and being currently certified in OCEP Basketball Playoff certification,
  - v. Having at least three years of officiating basketball experience at the varsity level, and
  - vi. Having officiated at least three boys games and at least three girls games during the regular season.
  - vii. Having officiated at least four regular season contests using 3-person mechanics.
- B. Members are not eligible as a tournament official if they have officiated at any OSAA final-site state tournament in both of the previous two years.
- C. Members must have selected the MVBOA as their primary local officials association at the start of the season.
- D. Members must be currently ranked.
- E. Members must have been an active member in good standing of the MVBOA for the previous two membership years.
- F. Members must have officiated and/or have been assigned to officiate a minimum of fifteen varsity games. Assignment cancellations outside of the member's control will still be counted towards this minimum.
- G. Members who fail to accept an invitation after being selected to officiate a tournament are ineligible for the next two membership years after the membership year in which an invitation was declined.

- H. Members must have met their tournament official obligations per sub-section 9.
- I. Eligible Members meeting the criteria 5-A through 5-H and wishing to be considered as a tournament official must notify the Executive Board of their interest and availability no later than the first scheduled regular meeting in January.

## 6. Determining the Top *Twelve* Tournament Eligible Officials

A list of the top *twelve* tournament eligible officials will be chosen by the membership.

- A. At the second scheduled regular meeting in January, the list of tournament eligible officials who have identified their interest per 5-I shall be narrowed down to a list of *twelve* by a vote of the membership.
- B. Of the list of interested and eligible tournament officials, each member shall vote by ballot for *twelve* officials. In order for a ballot to be counted, it must contain *twelve* unique selections.
- C. The *twelve* tournament eligible candidates receiving the most votes shall be listed alphabetically and provided to the Tournament Selection Committee by the Executive Board with each their identified tournament availability.

## 7. Selection Criteria

The Tournament Selection Committee shall consider the following criteria and advisory information in its deliberations and final selection of tournament officials.

- A. Availability of the official for a tournament final-site must be considered and officials shall not be selected for a tournament in which they have previously indicated per 5-I that they are unavailable to attend.
- B. In order to be selected to a specific tournament, officials must have officiated at least three varsity level games in both genders at that tournament's classification or higher.
- C. Prior to the last scheduled Tournament Selection Committee meeting and after the selection of the *twelve* ten list of tournament eligible officials, the membership will be asked to rank each official on the top *twelve* list. The list of top *twelve* officials will be ranked based on the ballots from the membership.
- D. The MVBOA shall elicit input from varsity level head coaches from client high schools. ***Within five days after determining the top twelve list***, coaches will receive a ballot from the Executive Board and asked to vote for *six* officials from the list of top *twelve* officials. Coach ballots will have a deadline of January 30.
- E. The committee shall select a maximum of four tournament officials, ranked one to four. The top committee ranked official shall have their choice of tournaments followed by the other selected officials in descending order by committee ranking.
- F. If additional tournament official spots for the MVBOA have been allocated by the OSAA beyond the selected four officials, the Tournament Selection Committee chair shall select the remaining tournament officials. Selected officials must meet the eligibility requirements in sub-section 5, must have indicated interest per 5-I, and must have never represented the MVBOA at a previous OSAA final-site state tournament. If the committee

chair selects a tournament official who was not included on the list of top *twelve* tournament eligible officials, approval from the Executive Board is required.

## **8. Post-Season Assignments**

The Commissioner is responsible for assigning all post-season games per the regulations outlined in the OSAA Athletic Officials Handbook.

- A. Post-season assignments are contests beyond the regular season including league playoffs, play-ins, and OSAA playoff rounds up to the final-site state tournaments.
- B. Depending on availability, the Commissioner will attempt to assign selected tournament officials to at least one and no more than two post-season game at the same classification as their selected tournament. If unavailable, the Commissioner shall assign at their discretion.
- C. Only officials who have met the criteria outlined in subsection 5-A through 5-H may be assigned to post-season games.

## **9. Tournament Official Obligation**

Past tournament officials are expected to participate on the Tournament Selection Committee.

- A. Members who have previously been selected and officiated games at a past OSAA final-site state tournament must serve on the Tournament Selection Committee for at least one year.
- B. Officials may defer service for one year if the following two conditions are met:
  - i. Per 5-I, they are eligible and indicate their desire to be selected for a subsequent year as a tournament official, and
  - ii. They are selected by the Tournament Selection Committee for a second consecutive year as a tournament official.
- C. Officials who accept their nomination to the Tournament Selection Committee but not selected by the membership shall have their obligation to serve on the committee waived.
- D. Members will not be eligible for any post-season assignment until this obligation is fulfilled per 9-A, or unless deferred per 9-B or waived per 9-C.

## **CLAUSE VI – ACCOUNTING**

### **1. Bank Accounts**

The MVBOA maintains three separate banking accounts. Bank statements shall go directly to the Treasurer.

- A. Checking Account:
  - i. The checking account is funded by membership dues, fees, fines, and billings received from clients.
  - ii. The checking account is used to pay MVBOA expenses.
  - iii. Checks require one signature from an authorized signatory: President, Treasurer, or Commissioner.

- B. Savings Account:
  - i. Any excess monies received by the MVBOA may be transferred to the savings account.
  - ii. Monies will be transferred to the checking or fee distribution accounts as needed and will be transferred by the Treasurer or Commissioner.
  - iii. Excess monies and/or interest earned will remain in the savings account and belong to the MVBOA.
- C. Fee Distribution Account:
  - i. The fee distribution account is used to pay MVBOA members for game fees and mileage and to pay the Commissioner.
  - ii. The Treasurer or Commissioner will transfer money to cover fee distributions from the checking or savings account as needed.
  - iii. Checks require one signature from an authorized signatory: Treasurer or Commissioner.

## **2. Treasurer Reports**

The Treasurer shall report balances for each account to the membership at the annual business meeting and at each regular meeting. The Treasurer shall also report balances for each account to the Executive Board at each Executive Board meeting.

## **CLAUSE VII – AMENDMENTS**

### **1. Proposed Changes**

Per MVBOA Constitution Article X, Section 3, substantial changes to these Standard Operating Procedures may be proposed by the Executive Board or any member at a scheduled regular meeting or at the annual business meeting.

- A. Proposed changes must be presented in writing.
- B. Proposals must include any current language with clause and sub-section references and all proposed additions, subtractions, and/or modifications must be indicated with a differentiating font style.

### **2. Adopting Changes**

- A. Changes to these Standard Operating Procedures proposed at the annual business meeting must be voted on at the next scheduled regular meeting.
- B. Changes shall be adopted by a simple majority vote of the membership present at a scheduled regular meeting or via electronic voting in compliance with MVBOA Constitution Article V, Section 13.
- C. Unless otherwise specified in the proposed amendment, changes shall take effect immediately upon ratification.

### 3. Amended

3/24/2001	11/07/2001	11/7/2010	1/22/2018
5/30/2001	11/14/2001	1/30/2011	11/30/2018
6/29/2001	11/24/2002	11/6/2011	11/24/2019
8/27/2001	12/6/2004	11/24/2014	1/19/2020
10/07/2001	2/11/2007	12/21/2014	
10/12/2001	11/9/2008	12/3/2017	

### CURRENT EXECUTIVE BOARD

Office	Term	Elect	Officer	Term Expires
President	1 Year	N/A	Raynel Whitney	2019-20
President-Elect	1 Year	Every Year	Bill Draper	2020-21
Secretary	2 Years	Odd Years	Nina Pruet	2020-21
Trainer	2 Years	Odd Years	Michael Rascon	2020-21
Treasurer	2 Years	Even Years	Carl Chambers	2019-20
Member-At-Large	2 Years	Even Years	Quincy Johnson	2019-20
Parliamentarian	2 Years	Even Years	Gibby Reynolds	2019-20
Commissioner	3 Years	3 <sup>rd</sup> Year	Dave Brooks	2020-21

### 2019-20 MVBOA REGULAR MEETING SCHEDULE

Regular meetings begin at 3pm and are held at the Western View Center in Corvallis, OR.

Sunday, November 10, 2019

Sunday, November 24, 2019

Sunday, December 15, 2019

Sunday, January 5, 2020

Sunday, January 19, 2020

Sunday, February 9, 2020

### APPENDICES

- A. Tournament Official Eligibility & Timeline**
- B. Independent Contractor Agreement**
- C. Independent Contractor Clarifications**
- D. Commissioner Contract**
- E. Mentor Program**

## **APPENDIX A – TOURNAMENT SELECTION COMMITTEE CLARIFICATIONS**

The following appendix clarifies the Tournament Selection Committee (TSC) as described in Clause V. The language in this appendix should not be used as the official policy nor is this appendix intended to replace Clause V. These clarifications are intended to summarize the committee process, timelines, and eligibility requirements for member officials interested in being selected for a state tournament.

### **TSC Member Selection and Meetings**

There are six members on the TSC. The first three members are ex-officio members (either appointed by the Executive Board or in place by their position as outlined in Clause V, sub-section 2). The TSC is formed at the second regular meeting of the season where nominations and voting take place. The entire membership votes to select the remaining three members of the TSC. The TSC consists of:

1. Commissioner (*TSC Chair*)
2. President (*or other appointed Executive Board officer*)
3. Evaluator (*or third elected member with tournament experience if there is no evaluator*)
4. A Senior Crew Chief
5. A Member with Tournament Experience
6. A Second Member with Tournament Experience

The TSC meets at least 3 times:

- Once in November, after the committee is formed;
- Once in January after the list of eligible officials is narrowed down to the top twelve by the membership; and
- The last meeting is in February to select the tournament officials.

### **Members Interested in Officiating at an OSAA Final-Site Tournament**

Members that want to be considered for selection as a tournament official must inform the TSC by the first scheduled meeting in January. However, members are highly encouraged to inform the TSC a lot sooner to provide as much opportunity as possible for evaluation and observation.

### **Top Twelve List**

The full list of officials that have previously indicated their interest to be selected for a tournament will be vetted to ensure officials have met or are on track to meet the tournament selection requirements. This vetting is done at the second regular meeting in January. During this meeting, the entire membership votes by ballot for the top twelve eligible officials from the TSC list. This top twelve list of officials will be then be ranked by the membership and provided to the TSC for selection. Coaches also have input into the selection process by voting for the top six officials from the top twelve list by January 30.

## Eligibility Requirements

The following table clarifies the eligibility requirements for tournament officials and the deadlines to meet these requirements. The full requirements can be found in Clause V, sub-section 5.

Description	Requirement(s) to be selected by the TSC by the selection deadline in February	Benchmark to be able to be voted to top 12 list by the second meeting in January
[A-i] Be an OSAA certified official (OSAA registered, passed a background check, completed concussion training, completed the NFHS rules exam, and meet the attendance requirement by the end of the regular season)	<ul style="list-style-type: none"> <li>- OSAA registered</li> <li>- Completed concussion training</li> <li>- Passed background check</li> <li>- Completed the rules exam</li> <li>- Minimum of 6 meetings</li> </ul>	<ul style="list-style-type: none"> <li>- OSAA registered</li> <li>- Completed concussion training</li> <li>- Passed background check</li> <li>- Completed the rules exam</li> <li>- Minimum 5 of 6 meetings</li> </ul>
[A-ii ] OSAA playoff level of certification (minimum score on the online NFHS Basketball Rules exam)	Minimum score of 90%	Minimum score of 90%
[A-iii] Obtained OCEP Principles certification (must obtain within the first 3 years of officiating)	Have OCEP Principles certification	Have OCEP Principles certification
[A-iv] Current OCEP Basketball Playoff certification (re-certification is required every five years)	Attended an OCEP Basketball Playoff clinic within the past 5 years	Attended an OCEP Basketball Playoff clinic within the past 5 years
[A-v] Have enough basketball officiating experience at the varsity level	Minimum of 3 years of varsity games	Minimum of 3 years of varsity games
[A-vi] Officiate a certain number of games of each gender during the regular season	Officiate a minimum of at least 3 boys games and at least 3 girls games	Officiate a minimum of at least 3 boys games and at least 3 girls games
[A-vii] Officiate a certain number of games utilizing 3-person mechanics	Officiate a minimum of 4 games with 3-person mechanics	Officiate a minimum of 4 games with 3-person mechanics
[B] Cannot officiate at a tournament for more than two consecutive years in a row	Officiated at a tournament for less than 2 consecutive years	Officiated at a tournament for less than 2 consecutive years
[C] Members must be MVBOA members that have selected the MVBOA as their primary association by the start of the season (dual members only)	MVBOA must be the primary local officials association (this only applies to dual association members)	MVBOA must be the primary local officials association (this only applies to dual association members)
[D] Members must be currently ranked	Not emeritus status and not on a sabbatical leave of absence	Not emeritus status and not on a sabbatical leave of absence
[E] Members must have been a member in good standing in the previous two membership years	Been an MVBOA member in the previous 2 years in good standing	Been an MVBOA member in the previous 2 years in good standing
[F] Must have worked or been assigned a certain number of varsity basketball assignments	Minimum of 15 varsity games	Minimum of 10 varsity games
[G] Members cannot have declined selection to a tournament within the past 2 years	Not be suspended for failing to accept a tournament selection	Not be suspended for failing to accept a tournament selection
[H] Members must have met their TSC obligation after officiating a tournament for one year or a second consecutive year	Must meet their TSC obligation (this only applies to previous year's tournament officials)	Must meet their TSC obligation (this only applies to previous year's tournament officials)



## **APPENDIX B – INDEPENDENT CONTRACTOR AGREEMENT**

The following language is included on the annual MVBOA Independent Contractor Agreement (ICA). In order to be a member of the MVBOA, every individual must agree to this ICA.

### **Introduction**

This agreement is made and entered into effect on (the date signed) by and between the Mid-Valley Basketball Officials Association (MVBOA) and you (OFFICIAL). In consideration of the mutual promises set forth below, the parties agree to:

#### **1. Description of Work**

The service to be performed by the OFFICIAL shall be providing basketball officiating to any MVBOA Client (CLIENT). Such services shall be provided in accordance with the rules and guidelines established by the National Federation of State High School Associations (NFHS), the Oregon School Activities Association (OSAA), the Oregon Athletic Officials Organization (OAOA), and the MVBOA. (Refer to [www.osaa.org/officials](http://www.osaa.org/officials) for additional information for the NFHS, OSAA, and OAOA.)

#### **2. Payment for Services & Relation**

The CLIENT(s) to which the OFFICIAL is assigned shall pay the MVBOA the established game fees and/or mileage fees as set by the OSAA or as contracted between the MVBOA and the CLIENT. The MVBOA will deliver the amount earned, less any fee and/or fine per MVBOA bylaws. The MVBOA will not withhold any amount for taxes - income, FICA, Medicare, unemployment, worker's compensation, etc. The OFFICIAL agrees to report amounts received, and pay all taxes, fees, and other charges as may be required by the Federal, State, and/or Local governments. Other individual OFFICIAL expenses incurred to operate said services shall be the sole responsibility of the OFFICIAL.

The OFFICIAL is an Independent Contractor and is not, and shall not be deemed to be, an employee, agent, or servant of the MVBOA. The MVBOA shall not provide any benefits to the OFFICIAL, including but not limited to, worker's compensation insurance or unemployment insurance. The OFFICIAL shall be solely and entirely responsible for his/her actions during the performance of this agreement. The OFFICIAL agrees to comply with all Federal, State, and Municipal laws, rules, and regulations that are now or may be in the future applicable to the OFFICIAL, as well as, adhere to the policies and procedures established by the MVBOA and its overseeing and/or governing organization.

#### **3. Liability for Loss**

The MVBOA, its Commissioner, Officers, Executive Board, Committees, or any other representatives shall not be responsible or held liable for injury or damage to persons or property resulting from the rendering of services by the OFFICIAL.

#### **4. Insurance and Indemnification**

The services rendered shall be performed entirely at the OFFICIAL's risk, and the OFFICIAL shall assume all responsibility for the condition of his/her equipment, vehicle, or tools used in performance of services. The OFFICIAL will carry, for the duration of this agreement, medical, work accident insurance, and/or necessary automobile insurance, for any vehicle used by the OFFICIAL in driving to any assignment and/or meeting, as required by Oregon Law. The OFFICIAL agrees to indemnify the MVBOA, and its Commissioner, for any liability, loss, or attorney fees arising out of performance of this agreement. n of the section goes here.

#### **5. Term of Agreement**

It is understood that the services provided by the OFFICIAL shall be completed by October 31. However, the covenant herein shall survive said termination.

## **APPENDIX C – INDEPENDENT CONTRACTOR CLARIFICATIONS**

From the laws in the State of Oregon as defined in ORS 659A.200 and ORS 656.027 (13), members of the MVBOA are independent contractors, not employees, based on the following considerations and factors listed in no specific priority.

- Officials are not under the direction or control of the association when providing their services to schools. Officials are under the directions and control of the National Federation of High School Associations (NFHS) and the Oregon School Activities Association (OSAA).
- Officials are not paid with association funds. The association holds the schools' game fee payments in trust to be distributed to the officials on a game-by-game basis.
- Officials are free to accept or reject game assignments.
- Officials are free to accept assignments from non-OSAA leagues and other sport organizations.
- Officials provide their own equipment / uniforms and purchase their own rule books and training materials.
- Officials are responsible for their own costs associated with obtaining certification from pertinent governing bodies.
- Officials provide their own transportation to the schools / game-sites.
- Officials do not perform their services on the association's premises.
- Officials are certified, or licensed, by the OSAA, not the association.
- When rendering services, officials' decisions cannot be overturned by the association.
- Services are performed as an OSAA certified official, not the association.
- The association's primary duty is to train, assign, and evaluate officials.
- The MVBOA governing documents state its members are independent contractors.
- Officials annually enter into and sign an independent contractor agreement.
- If an official violates OSAA regulations, they lose their certification. The association cannot revoke OSAA certification.
- Game fee rates are set by the OSAA, not the association.
- Officials report income via 1099 forms issued by the association without withholding taxes.
- Clients have input into the assignments of officials. Schools can reject an assigned official.
- Officials must obtain their insurance from the OSAA, the NFHS, or other sources, not from the association.
- The association does not withhold any amount from officials for taxes: income, FICA, Medicare, workers compensation, nor unemployment.
- Officials pay association dues for administrative overhead and association operations.
- ORS 656.027 (13) exempts officials from worker's compensation recognizing their independent contractor status.
- Officials can be members for more than one association.
- Some associations service non-OSAA leagues and organizations. Officials receive assignments from collegiate leagues and conferences independent from their OSAA local officials association assignments.

## **APPENDIX D – COMMISSIONER CONTRACT**

The following language is included on the MVBOA Commissioner Contract per the MVBOA Constitution Article VII, Section 3 and is to be signed by the President and Commissioner.

The parties to this agreement for the provision of basketball official administrative services are the Mid-Valley Basketball Officials Association (MVBOA) and [commissioner's name] (COMMISSIONER). The MVBOA and the COMMISSIONER agree the COMMISSIONER shall perform the following services for the MVBOA as an independent contractor.

- Follow and adhere to the governing documents, polices, and procedures of the MVBOA, the Oregon Athletic Officials Association, and the Oregon School Activities Association.
- Know, honor, and uphold the spirit of the Office of Commissioner as prescribed in the OSAA Athletic Officials Handbook.
- Assign MVBOA members to games contracted with the MVBOA and publish assignments in a timely manner.
- Gather, prepare, schedule, distribute, and record the necessary documentation for the scheduling and administration of REFEREES, acting as a liaison between clients and the MVBOA while conducting business in a timely and professional manner.
- Bill MVBOA clients for the total amount of all related fees the MVBOA charges for client schedules based on applicable contracts, agreements, or governing guidelines.
- Ensure REFEREES are paid for game fees and other fees at mutually agreed upon fee distributions using ArbiterSports and ArbiterPay.
- Annually prepare and distribute the appropriate federal tax revenue forms to MVBOA members.

The MVBOA shall ensure the COMMISSIONER is reimbursed as follows.

- 100% of the OSAA billable “commissioners fee” shall be paid to the COMMISSIONER.
- 100% of the OSAA billable “check writing fee” shall be paid to the COMMISSIONER:
  - The MVBOA will pay 100% of the ArbiterSports group licensing fees;
  - The COMMISSIONER will pay 100% of the ArbiterPay fees for fee distributions.
- 5% of the OSAA billable “officials fee” shall be paid to the COMMISSIONER.

The MVBOA will not withhold any payment amount for taxes - income, FICA, Medicare, unemployment, worker's compensation, etc. The COMMISSIONER agrees to report amounts received, and pay all taxes, fees, and other charges as may be required by federal, state, and/or local governments. The COMMISSIONER is an independent contractor and is not, and shall not be deemed to be, an employee, agent, or servant of the MVBOA. The MVBOA shall not provide any benefits to the COMMISSIONER, including but not limited to, worker's compensation insurance or unemployment insurance.

The MVBOA shall not be responsible or held liable for injury or damage to persons or property resulting from the rendering of services by the COMMISSIONER. The services rendered shall be performed entirely at the COMMISSIONER's risk. The COMMISSIONER shall assume all responsibility for the condition of his/her equipment, vehicle, or tools used in performance of services.

This agreement may be amended in writing by mutual agreement of the MVBOA and the COMMISSIONER.

## **APPENDIX E – MENTOR PROGRAM**

The OSAA requires local officials associations to have a mentoring program (OSAA AOH Rule 3.10) and programs must include the following:

- a) Goals and objectives of the mentoring program,
- b) How the mentorship program is administered; i.e. mentoring format, mentor-mentee interactions, program administration, etc.,
- c) Qualifications, responsibilities, and expectations of mentors and mentees,
- d) Procedures for mentor-mentee pairing, and
- e) A plan for feedback and evaluation of the mentorship program.

### **Goals and Objectives of the MVBOA Mentor Program**

To support the MVBOA, the association's mentor program provides avenues to accomplish the following goals:

- A. Develop members and help them grow as officials.
- B. Produce effective officials through the development and use of effective mentors.
- C. Build connections and relationships between members and the association.
- D. Provide opportunities for new members to feel welcome while involving experienced officials.
- E. Promote the retention of officials.

Mentoring officials is vitally important to the association. It helps the association retain referees. Effective officials and mentors are indispensable if the association is to grow and prosper. Effective mentors are indispensable if the association's core of officials is to continue to grow. The effectiveness of mentors has a tremendous impact on members and ultimately the overall success of the MVBOA.

Mentoring helps new officials quickly become capable and confident as well as helping experienced officials advance. The MVBOA mentor program allows experienced officials new opportunities to continue their involvement with the association and for newer officials to build both confidence and competence by allowing them to build upon their knowledge and skills more quickly than if they were learning solely on their own. In all aspects of the MVBOA mentor program, the intention is to nurture professional relationships between members which helps officials feel welcome and connected.

### **Mentor Program Structure**

All members are assigned to a mentor group. Mentor groups are led by senior crew chiefs, or an experienced/veteran official in the senior crew chief's absence. This model of one mentor to many mentees allows for discussions and learning to take place in small groups. These groups are diverse with a mix of officials with various levels of experience.

The MVBOA mentor program is administered by the Executive Board, or their designee. Administrative duties include assigning mentees to mentor groups, utilizing mentor groups during regular meetings, receiving feedback from the membership, and annually re-evaluating the mentor program.