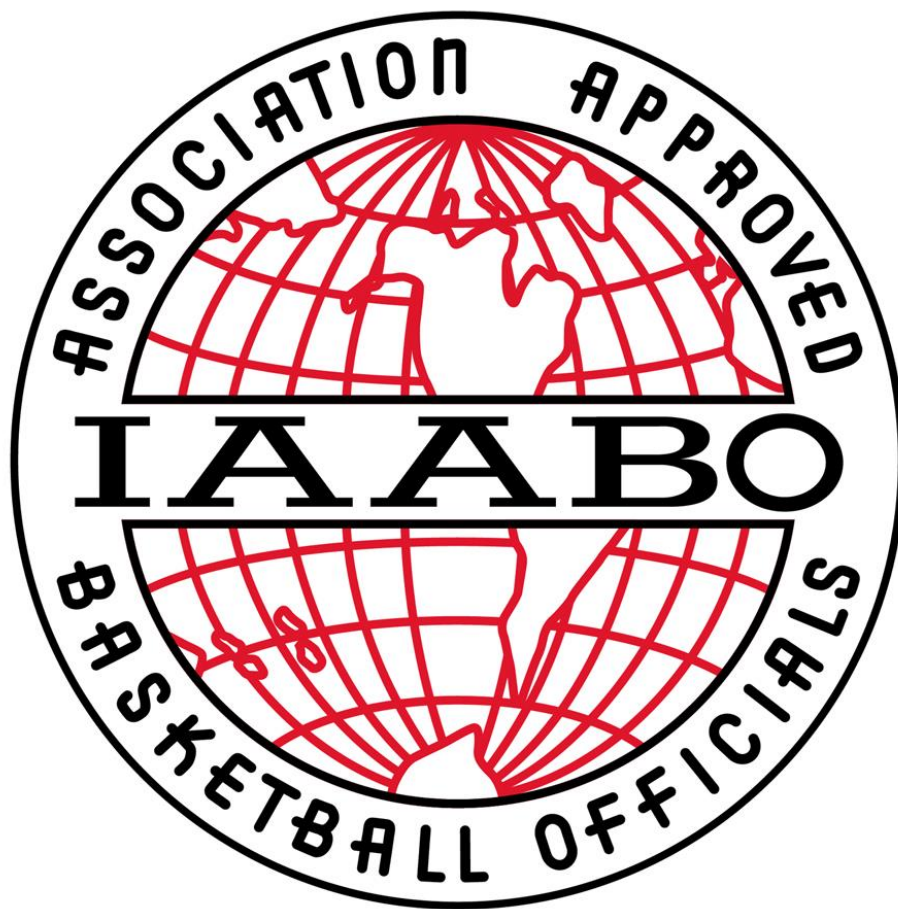


**IAABO Board 20**  
**Central Maine Board of**  
**Approved Basketball Officials**



**By-Laws &**  
**Policy Manual**

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# **Section 1: Executive Committee – Standard Practices and Guidelines**

Congratulations upon being elected to serve as a member of the Executive Committee. You have been provided with a great opportunity and responsibility to represent and serve on behalf of your fellow officials. You should be proud of the respect that your peers have shown for you, and the trust that they have placed in your ability to serve in this role.

This Policy Manual is constructed to help guide you as you serve in your new Executive Committee role.

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## **Executive Committee Confidentiality Agreement**

It shall be the policy of the Board #20 Executive Committee (EC) to be aware that matters regarding the operation and control of Board #20 and individual members is understood and expected.

Specifically, the EC shall be held to a higher standard of confidentiality regarding the board members. Matters may include availability, discipline, medical or personal issues. These issues should be respected by the EC when dealing with the board member. The EC should make every effort to respect the matter at hand and not discuss, publish, post or otherwise verbally or written (to include electronically) to anyone other than the current EC members their opinion(s) on the issue unless dictated by board policies.

The expectation that a matter will be held in the highest regard should be a primary component to the EC effectively and efficiently handling any issue that arises.

Decisions made will be final and should be supported by each EC member unless a member has an appeal process as part of the issue.

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## **Duties of Officers and Contracted Members**

Designated responsibilities are outlined by the Board's By-Laws. The By-Laws are included as an appendix item as part of the Policy Manual.

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## **Taking Disciplinary Action**

The Executive Committee will, at times, be called upon to carry out discipline and applicable penalties related to member actions contrary to Board and IAABO ethics and policies.

When taking action, Executive Committee members shall follow the above referenced Confidentiality Agreement, while abiding by procedures applicable to the cited grievance or violation. These procedures may include actions related to:

- By-Laws Section X, Discipline & Complaints
  - By-Laws Section XI, Grievances and Complaints
  - Policy Manual Section 1, Schedule Complaints
  - Policy Manual Section 1, Due Process
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## **Assigning Principles not outlined in the Assignment System Guidelines**

The following are protocols for assignment administration that are separate of the Assignment System Guidelines:

- Schedule Complaints:
  - If an official of IAABO #20 has a problem with his/her schedule, the first recourse is to contact the Assignor. If after communicating with the Assignor, the official believes the problem was not properly addressed he/she should next contact the Vice President. The Vice President will assess the validity of the complaint and try to work toward a solution with the Assignor. If the Vice President cannot reach a solution that is acceptable to the official, the official and the assignor may be asked to appear in front of the Executive Committee to work towards a resolution to the situation. The Executive Committee will make the final decision in the matter.
- Block Out Policy For Schools:
  - Schools may block up to 2 officials each season from their boys' and girls' varsity teams and 2 officials from their boys' and girls' sub-varsity contests through the Board Assigning system.
- Removing an official from an Assigned Game:
  - A school may request an official be removed from an assigned game. Each request will be reviewed and approved by the Board #20 Vice-President. In the event that a request is honored, the limitation will stay in effect for no more than two consecutive basketball seasons. If the original requesting party (Coach, AD, etc.) is no longer affiliated with that school, the restriction will no longer remain in effect. The Board #20 Vice-President will notify the affected official of the reason for the removal of the game

- College/Dual Member Assignments:
  - College and Dual Member officials may turn back game assignments to accept college assignments or assignments for other high school boards except on the busiest play dates as posted on the assignment website. No more than 15 dates may be identified each season as “busy dates”. These dates shall be posted on arbiter by the assignor by October 15 for the upcoming season. Officials will not be removed from pending, published or accepted assignments on these dates; nor may these assignments be declined to accept a college assignment or assignments from another board.
  - The official may block as many of these fifteen dates with either Board #20 or his/her other assigners as he/she wishes. For all other dates, the previous board policy remains in effect; officials will be released from Board 20 high school assignments to accept assignments from other assigners.
  - Failure to follow this policy will be subject to disciplinary action by the Executive Committee.
  
- Board Policy of Accepting Games:
  - Board #20 active members have an obligation to accept assignments during the season for Central Maine assigned schools as established in the Maine Principals Association (MPA) basketball bulletin through the end of the regular season. Members should coordinate additional contests through the assignment system (Arbiter). Contests such as AAU, Travel and other non-MPA entities are not frowned upon by Central Maine Board #20. Members should consider all Board #20 schools as their primary obligation before accepting other non MPA sanctioned contests. It is permissible for an official to donate their fee to the sponsoring organization PRIOR to the game. The entire fee plus mileage shall be included in the donation. Only one mileage will be paid in games using a three-person crew during this same time period.
  
- Travel Reimbursement:
  - It is the policy of IAABO #20 to minimize travel reimbursement from schools whenever possible. Officials should contact the Assignor to rectify any errors on travel reimbursement as soon as possible upon receiving the assignment.
  - All game officials are responsible for contacting each other on all assignments to double check game times and coordinate travel arrangements to schools. Officials should make a reasonable effort to meet in order to ride together to the game site. The schools will be instructed to pay travel reimbursement based on the data listed in Arbiter.
  - Officials who are not slated to receive mileage on the schedule should not expect travel reimbursement if they decide not to ride to the game site with their partner. Conversely, if the official slated to get mileage according to the schedule makes a decision that would prevent the officials from riding together to the game site, he/she would forfeit the mileage to their partner(s).
  - If an official believes he/she has been under compensated for a game assignment they should contact the Assignor or Board Secretary/Treasurer to help rectify the issue. If an official is overpaid by the school, it should be brought to the attention of the Athletic Director immediately to rectify the situation.

- Three Person Assignment Programs and Protocols:
  - Certification Program - Pool A Certification Requirements:
    - All regular season games utilizing 3-person mechanics must be assigned from the Pool A group of officials. Pool A officials are those who have participated in a regional tournament (not including preliminary games) at the high school level in the past 3 seasons or have passed a floor test arranged by the Board interpreter. For an official to qualify for a 3-person floor test to be included in Pool A, they must complete all the requirements of Pool B.
  - Certification Program - Pool B Training Application Requirements:
    - A member of IAABO #20 who desires to officiate in 3-person games may apply for inclusion in Pool B. To qualify to apply for Pool B the following requirements must be met:
      1. Be rated in Level 3 or higher
      2. Have worked at least 25 regular season varsity games
      3. Have passed the (2-person) floor test 2 yrs. prior to the request
    - All requests must be put in writing to the Interpreter by the date of the Annual meeting. A maximum of twelve applicants will be accepted each season. In the event that more than twelve applicants apply, the highest rated twelve applicants will be accepted. The Executive Committee reserves the right to increase the cap of accepted applicants.
    - Those individuals accepted into Pool B will be assessed a training fee of \$50.00, due by the first regular meeting of the Board each season. Pool B officials will not be paid travel to three-person games assigned during the season.
    - Once the Pool B group of officials is set, the Assignor will make every effort to include pre-season and exhibition 3-person assignments on the official's schedule. The floor test will be arranged and observed by the Board interpreter as well as other trained observers.
    - If the Pool B floor test is passed, the certification will be good for the following three seasons. If the official is later selected to participate in a regional tournament the certification will continue for three seasons after their last selection to the tournament pool of officials. If an official's 3-person certification should expire, an opportunity for re-certification may be coordinated with the Board Interpreter.
    - The Executive Committee reserves the right to not hold a Pool B program every year.
  - Request for Three Person Assignments Only:
    - An official may make a request of the assignor to work only 3-person assignments. The request will need the approval of the Executive Committee.

## **Board Member Obligations & Expectations:**

- Background Check Policy:
  - In order for an official to work any games assigned by the IAABO Board 20 assignors, they must have on file with the IAABO Board 20 Interpreter, a current and valid State of Maine Criminal History Records Check (CHRC) form indicating the Maine Department of Education's approval to serve in Maine Schools.
  - New Prospective Officials and new members who transfer in from other boards after October 1 are allowed to officiate once they have shown proof, they have applied for their Maine Criminal History Records Check (CHRC). They will have up to one year to complete the CHRC process and submit the certificate to the Interpreter.
  
- Ejection Procedure & Technical Foul Reporting:
  - If there is an ejection during a middle or high school game assigned by Board #20 of a team member, coach, or school official it should be noted at the game site in the official scorebook. If it is a player, the official should make a note of the player's name and jersey number. The ruling official shall also contact the Board Interpreter ASAP after the game. The Interpreter shall be responsible for communicating the ejection to the AD of the impacted school. The ruling official shall fill out an ejection report using the online technical form found at [www.iaaboard20.org](http://www.iaaboard20.org) after the game (even if the ejection is not a result of a technical foul). If the Board Interpreter is not available, the ruling official shall contact the Board Secretary/Treasurer (not later than early the next day).
  - All technical fouls ruled (even administrative) at the middle school, freshman, junior varsity or varsity level of play it must be reported to the Board Interpreter using the online form found at [www.iaaboard20.org](http://www.iaaboard20.org). The reporting of this data is important because if there is a recurring problem with the same school, player or coach the Executive Committee and/or Maine Basketball Commission will have the information they need to deal with the problem.
  
- Ethics & Character Policy
  - Board 20 members are expected to maintain a high level of good character as part of their involvement in officiating for Board 20. A member who is not of good character includes that person who is/has: personal involvement in activities that may bring poor public reaction to the profession/avocation of officiating. This includes poor behavior at sporting events, critical comments (verbal/electronic/social media) towards fellow officials, posting inciting remarks towards officials, players, coaches, schools or the communities, criminal conduct that may include court appearances/incarceration and other such activity that gives the appearance of a lack of confidence of the public. A member who has been found in violation of this policy is subject to sanctions from Board 20 By-Laws.

- Conflict of Interest Policy
  - Below is a policy outlining possible conflicts of interest between a board official related to any MPA countable varsity assignments they could potentially be assigned. Potential conflicts with sub-varsity assignments can be discussed between the official and the Assignor and/or Vice President, if necessary.
  - This memo is not in any way challenging or questioning an official's integrity, or meant to imply that an official would intentionally influence a game in any way. Also, any conflict that may be perceived or in question can and should be discussed at any time with the Assignor and/or Vice President. It is preferred these discussions occur in the pre-season or prior to an assignment with a potential conflict.
    - Team Conflicts may include, but are not limited to:
      1. School the official graduated from (waived if more than ten years from graduation date)
      2. School(s) or District the official is employed by
      3. School(s) the official's children currently attend
      4. School the official's spouse/partner or immediate family member works for
      5. School(s) that play in the same conference as the official's child/children
      6. School that an official previously coached
    - Coach Conflicts may include, but are not limited to:
      1. Coach who is an intimate friend or family of the official
      2. Coach who is an intimate friend or family of the official's spouse/partner
      3. Coach who is employed directly with the official (employer, employee, day-to-day colleague)
      4. Coach who has had a negative interaction with the official outside of basketball (conflict when officiating another sport with said coach or a general conflict in the community)
      5. Previous on court conflict between the coach and official that hasn't been resolved or has not had enough time lapse for all parties to resume a professional normalcy
      6. Coach that teaches or coaches an official's child/children in another sport or school
    - Player Conflicts may include, but are not limited to:
      - Player who is an intimate friend or family of the official
      - Player who has employment relationship with official (Example may include a player who works part time in some capacity with or for the official)
      - Player that has had a negative interaction with the official that is outside of interscholastic competition (An example may include a player involved in criminal activity or other negative community



actions that directly involve the official in a professional capacity, such as law enforcement)

- Previous on court conflict between player and official that hasn't been resolved or has not had enough time lapse for all parties to resume normalcy
  - Player that an official coaches in another interscholastic sport (An example may include an official who serves as varsity coach for a player in soccer, football, lacrosse, etc.)
  - In conclusion, the aforementioned list is intended to be a guideline meant for subjective application. Many of the guidelines provided can be discussed or should, at the very least, give pause and be something for an official to consider.
  - There will be conflicts that are unforeseen and can happen when an official arrives on site for an assignment. When those instances occur, speak with the school site supervisor regarding your concerns. You may also contact the Assignor in real time for guidance related to these circumstances.
- Meeting Attendance:
    - All Business Meetings and Mechanics Sessions are mandatory for all active officials. No official of Board #20 will be permitted to work games at the high school level without attendance at the November Mechanics Session and MPA Interpretation Meeting. Make up dates and applicable fees for the MPA and Mechanics sessions will be set by the State Coordinator of Officials and Board Interpreter respectively. Fees may be waived by the Executive Committee, should extenuating circumstances, such as career obligations or health challenges, prevent an official from attending the originally scheduled clinic(s).
    - For active Board members who are not in Board #20 rating system (officials who work only middle school games) will not be charged a fee of \$15 for missing a meeting with a timely and approved excuse as determined by the Executive Committee. This notification of a missed meeting must be given to Board Secretary/Treasurer prior to the meeting. If Board Secretary/Treasurer is not notified, a charge of \$15 will be assessed.
- No Shows:
    - Every official in a crew is responsible for contacting their partners before each game to confirm game time and/or travel arrangements to the game site. If an official does not show up for an assignment, a \$25 fine will be levied to all officials in the crew if the crew did not properly confirm the assignment. If the assignment was properly confirmed, there will be no fine to the official(s) who arrived at game site.
    - It is recommended that officials make it a point to attempt to contact their partners at least 48 hours before game time. This will allow the Assignor ample time to rectify any problems concerning the crew assigned to the game.

- Official Not in Good Standing:
    - Grounds for an official being dropped to active official NOT in good standing shall be as follows:
      1. Missing more than ten (10) questions on the fall exam for three (3) consecutive years or missing more than 15 in any one year. To be reinstated to good standing, official must pass the next year's exam. (7 or less wrong).
      2. Accepting high school games prior to November 15 or the issuance of the final assignments, whichever comes first.
      3. Failing to inform the board Secretary/Treasurer in writing that the official will not be able to attend a board-wide meeting two (2) consecutive years.
      4. Failing to keep blocked dates updated in Arbiter if unable to accept assignments two (2) times in two (2) consecutive years.
      5. Failing to pay yearly dues and assessments on or before the annual meeting without prior notification to the board Secretary/Treasurer. (Does not apply to first year officials)
      6. Failing to have ratings completed in Arbiter by Annual Meeting on time for two (2) consecutive years.
      7. Unethical behavior on part of an official as determined by a majority vote of the Executive Committee
      8. Failure to arrive at a school in time for a game, without exception granted by the Executive Committee two (2) instances in two (2) consecutive years.
    - Violation of any of the criteria above will cause a board member to be dropped to an active member "not in good standing" status. An active member not in good standing shall be eligible to be part of the assignment system; however; those officials shall be classified as an L-5 for the following season and will be the last officials assigned games behind new official who pass the exam in November. A member not in good standing is not eligible to be a dual member with any other IAABO board in accordance with the national IAABO Constitution.
  
  - Social Media Policy:
    - It is the intention of this board to make all members, active/inactive aware that while social media is a powerful and vital part of our world caution is advised. Members of the board shall avoid posting comments or narrative that could be misunderstood, re-printing or posting live demeaning statements towards, players, coaches, schools or the fans attached to the community. Board 20 members are reminded that social media sites asking for comments or postings about officials or their contests should be avoided. Also, photos and other types of emotional print, or other issues that could create discontent and division between officials, the board, the schools and the communities which we serve.
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### Due Process:

- Purpose: To provide Board #20 members the process to be followed for investigating reported violations of the IAABO Constitution, Board Constitution, and/or Board #20 Policy Manual as well as possible discipline that may be imposed for any violations of same.
- Minimum Standard: The standard of “more likely than not” (51%) shall be used. This threshold shall be used in all matters brought before the Executive Committee (EC).
- How notified: Complaints must be submitted in writing and signed by the complainant within thirty (30) days of knowledge of the alleged violation. E-mail is an acceptable way to receive any complaint. There are circumstances where a complaint may come beyond the 30 days. These will be handled on a case-by-case basis because the nature and the legitimate need to be handled by the board.
  1. Complaints will be forwarded directly to the President, Board #20, unless said violation involves the President, then the Vice-President shall receive the complaint.
  2. Complaints and any actions taken shall remain confidential. The Executive Committee shall follow the policy of Confidentiality as noted in the Executive Committee Policy Handbook.
  3. The Executive Committee is the Appeals Board in all matters.
  4. Action(s) by the EC will be initiated as soon as possible but not more than ten (10) days after receipt of the complaint.
  5. The President shall appoint two (2) members of the EC to investigate the complaint. Those two members shall also serve on the Appeals Board hearing if requested by the President/Vice President.
  6. The assigned EC members will research the complaint and attempt to determine whether a violation has or has not occurred.
  7. The board member who is the focus of the complaint will receive a copy of the complaint and notification that the EC is investigating the complaint. The board member will have five (5) days to respond confirming receipt of notice of the complaint. If the board member fails to respond to the notification within the time allowed, any decision rendered will be based on the information of the investigating EC members. The two EC members assigned to investigate the complaint shall notify the board member by electronic means (e-mail) and include phone calls to ensure the board member has been made aware of the complaint and to arrange an interview if the board member is inclined to meet.
  8. If the board member wishes to meet with the initial investigating EC members, he/she shall have that right. The member may present any witnesses, documentation, photographs or other materials to defend or otherwise prove that the complaint(s) has/have no merit.
  9. The investigating members will weigh all evidence and determine if the complaint requires further action. Once they have conducted the initial investigation, the EC members will document and forward to the President/Vice-President the results of the investigation. The document shall state the original complaint(s) and the resulting interviews or other work done to include if possible, an interview with the Board member.
  10. Based on this document, the President/Vice-President will inform the remaining EC members of the results and set as needed a time to meet and discuss the complaint.
- Appeals Process:
  1. The board member may appeal, by certified mail or electronic mail to the President/Vice-President of Board #20 any decision made by the EC within ten (10) days of receiving the decision.
  2. The EC shall have ten (10) days to act on the appeal, including setting a date and time to meet with the board member.
  3. The entire EC shall be the Appeals Hearing Committee.
  4. Any sanction/penalty imposed by the EC will be delayed until the board member is heard and appeal process is complete.
  5. The EC will process the appeal and send its findings in writing within ten (10) days of the hearing to the appealing member.
  6. During the appeals process, the member shall have the right to present any evidence including witnesses, written documentation or photographs as needed.
- Sanctions:
  1. Letter of Concern
  2. Letter of Reprimand
  3. Probation
  4. Suspension
  5. Expulsion
  6. Fines

- If the member is not satisfied with the EC decision on appeal, the member may request to be heard by the membership at the next available business meeting. The member shall be given sufficient time to present his/her side of the incident. The membership will vote by majority on the removal of the sanction or to keep the sanction levied in place. If the member is not satisfied with the membership vote of the sanction imposed, the member may request a hearing at the National level using the outlined article in the IAABO Constitution. The incident will be kept on file for a period of up to one (1) year for letters of concern or reprimand. The incident will be kept of file for a period of up to five (5) years for a suspension and indefinitely for expulsion. This will be after the member has served any kind of probationary period.
- Basic Timeline for Complaint to Resolution:
  1. Please note that this timetable is dependent on the severity of the act and others involved. Each investigation will be on a case by case basis and may not stay to this timeline.

<b>Notice of Complaint 30 days (received)</b>	Subject to significance of complaint
<b>Executive Committee Timeline 45 days total</b>	EC actions – 10 days (to review/take actions/drop)
	Review for Violation – 5 days (notice to alleged violator)
	Investigation – 30 days (to meet/render decision)
<b>Appeals Process 30 days total</b>	10 days to send notice to board member, and get response from member of the decision
	10 days for EC to meet and hear appeals
	10 days to send member EC decision

- Steps for Conducting Violation Investigation:
  - Excerpted from the article “10 steps to conducting a successful internal investigation” by Stacy Quagliana Gassman, MA, CPM, as it appeared in EMSWORLD.
- 1. Step 1: Define the Problem. Defining the problem or allegation requiring investigation is a crucial part of understanding how to approach the investigation. Ask yourself, is the investigation going to pertain to a complaint, an accusation, official misconduct or a rumor(s)? Is it a simple issue or more complex one?
- 2. Step 2: Research: Research policies and procedures and/or by-laws. Rules of acceptable behavior or practices are addressed in the Board Policies and Procedures Manual.
- 3. Step 3: Create a framework for your investigation: Start with the person making the complaint, then move to any witnesses and the accused. Witnesses will have observed the issue or action that gave rise to the complaint or have firsthand knowledge about the issue or complaint. This list will likely become more comprehensive after you interview witnesses and/or the board member. Next, determine the kind of information you’re seeking in your investigation. You want your witnesses to tell you a story, so prepare your questions accordingly. You should use questions beginning with where, what, when, why and/or how, and remember you can never be too prepared for an investigative meeting. Taking the time to go through this process maximizes your efforts and reduces the odds you’ll have to recall witnesses for information you forgot to ask. Stay focused during your witness interviews and remember things are not always as they seem. Your preparations aside, you must be ready to ask new questions on the case based on what you learn for the interview. Once you have performed your due diligence with respect to the issue, you can begin to investigate.
- 4. Step 4: Interview the complainant, board member and witnesses. This is the most visible part of the investigation and also where many interviewers tend to begin their investigation without following steps 1-3. Don’t make that mistake-be prepared. Begin with the basics. Explain to the interviewee why they’re involved in the investigation. People are generally nervous about being involved in an investigation. A nervous witness just makes your job more difficult. To ease the situation, ask the person to describe the events as they remember them. It is at this point that your role as an interviewer shifts to an active listener and note taker. A word of caution on note taking, write down only the facts. It is acceptable to note body language or to document a nervous witness, however, avoid inserting assumptions, feelings, interpretations, frustrations or premature conclusions into your notes.
- 5. As you follow the interview framework and the interview progresses, keep asking questions until you feel confident you understand all accounts and that you’ve gathered all the facts. Ask a question and if you’re not confident in the answer given, ask the question again later to compare the statement for consistency. Ask questions, but do not assume you know the answer-let the witness speak. Do not finish the interviewee sentences or put words into their mouth. Do not allow the witness to use vague terms such as always, never or

everyone. And don't stop the interview until you get a clear answer. To glean the most information, let the person talk freely without interruption. Once they finished take a moment to make your notes. This time may prompt the interviewee to continue talking and offer additional information to compensate for the silence. If an interviewee references documents or other evidence, such as e-mail, recordings, text messages or other materials ask for copies.

During each transition of facts, or when appropriate, ask the follow up question "anything else". At the conclusion of the interview, quickly review your notes while the interviewee is still present. Read back pertinent sections to ensure the responses and your notes are in agreement. There is nothing worse than going back to your notes days later only to wonder what you wrote down.

6. Step 5: Determine if a violation has occurred. Once you've concluded your interviews, you should review your findings against the policies referenced in Step 2. Remember to pick the policy or policies that best suit the situation.
  7. Step 6 & 7: Draw a conclusion and make a recommendation. Many investigations are not black and white. Rarely is there a smoking gun and most cases generally fall into the dark realm of the dreaded "he said/she said" scenario. It is for this reason that a properly conducted and unbiased investigation must occur. If you need to make a credibility determination, review the logic and consistency of each witness account, decide whether it makes sense and verify its agreement with your other evidence. Once you've organized your notes and reviewed your evidence, you must draw a conclusion and make a recommendation. To keep it simple, it can be in the form of:
    - a. Unfounded: no truth to the allegation(s)
    - b. Exonerated: allegations are true, but result from adherence to proper and appropriate procedures and techniques
    - c. Not sustained: unable to verify the truth of the matter under investigation
    - d. Sustained: allegation true
  8. Step 8: Compile your notes and write a formal investigative brief. This document will be sent to the President/Vice-President, Board #20. The brief should summarize your findings. Your investigation should close with a report of your findings and actions you followed in steps 1-7. Remember your investigative brief could one day be introduced into court and a sloppy or biased investigation can work against the organization.
  9. The Executive Committee shall determine if any corrective action is necessary. Corrective action may come in various forms, such as, verbal warnings, written warnings, discipline, fines, suspension, expulsion, or remedial training. If the complaint was sustained, action should be taken to prevent the behavior or situation from recurring in the future. Don't be too lenient or too harsh. Make sure the punishment fits the crime, but more importantly, when appropriate gear your outcome toward making the behavior stop. For instance, if you recommend and issue corrective action and the behavior stops, then you've done your job.
  10. Conducting investigation is not an easy task but if you master some basic concepts, prepare a course of action, make reasonable conclusions and fair recommendations, your job as an investigator may be made easier from a practical standpoint.
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## **Mentorship Program:**

1. Purpose: To delineate the IAABO Board #20 Mentorship Program and its various components. The goal of this program is to assist new officials as they enter the world of basketball officiating by identifying a mentor who will assist them as they begin their officiating careers. Mentors will be volunteer senior officials who will be approved by the Executive Board. The assigner will ensure that if the mentor is an active official that the pair have at least two game assignments during the course of the season.

2. Responsibilities:

- Executive Committee: Will obtain a list of volunteer mentors and identify the new officials that will be enrolled in this program. They will periodically monitor the progress of each mentee/mentor pair and provide assistance as necessary.
- Assigner: Will ensure that each mentee/mentor pair will have at least two game assignments during the course of the season. The first game should be NLT Dec 15 and the second game should be no sooner than Jan 20. The assigner shall ensure that there are at least two (2) game assignments where the mentee has the sub-Varsity game and the mentor has the follow-on Varsity game. This will allow the mentor to observe the progress of the mentee. These games shall be assigned between Dec 15 and Jan 20.
- Mentor: Shall be a volunteer, selected by the Executive Board with at least ten years of officiating Basketball experience. The mentor may or may not be an active official. The mentor contacts his mentee and arranges a meeting to discuss Board policy, officiating expectations, the assigning process, and the professional development. If possible, the mentor will attend his mentees floor education session. The mentor will also submit to the Observation Committee two (2) formal observations to be included in the mentee's professional development file. The mentor will be available to answer all basketball related topics for the mentee. Answer all questions and if needed refer the mentee to the proper IAABO Board #20 authority.
- Mentee: Will make contact with the mentor at the earliest possible time when his mentor is identified. Will inform the Executive Board if there is a situation that might obstruct a good flow of communication with the mentor. Use the mentor as their first source of knowledge when asking a basketball related question.

3. Duration: The program is designed as follows:

- YEAR ONE: Constant Mentorship to include game assignments, observations and questions about officiating and the IAABO Board #20 policies and procedures.
- YEAR TWO: Same as year one. At the end of the season a determination whether to release the mentee from the program will be made by the Executive Board on the recommendation of the mentor. If needed a third year could be added.
- BEYOND YEAR TWO: Hopefully a lasting bond and friendship that will help both meet their officiating goals.

**Ratings Summary:**

- IAABO Written Exam                      50 Points
- Evaluation of Fellow Officials        35 Points
- Cooperation                                10 Points
- Attendance at Meetings & Clinics    5 Points

Total 100 Points

**Bonus Points for Camps/Clinics:**

**Camps:**

- 1 point for attendance at an IAABO approved camp
- 1 point for attendance at a NCAA approved camp
- 0 points for attendance at a college try-out camp

**Clinics:**

- 1 point for attendance at the Maine Fall Conference (must attend all rule/mechanic sessions offered except MPA Session if attended at another location) **OR**
- 1 point for attendance at the IAABO Fall Conference or IAABO approved Fox Clinic (All appropriate rules/mechanics sessions must be attended)
- Only 1 of these points may be used and will only apply to the following year's rating.

**Other Guidelines:**

- No more than 2 camp/clinic points may be utilized at one time for rating purposes. Points are good for four seasons after the date the camp is attended.
- To receive bonus points for both Camps and Clinics, proper documentation (a camp certificate, Camp Director signature or other documentation verifying attendance) must be submitted to the Board #20 Assignor no later than the IAABO November test date in the year in which the camp occurred.

**Experience Points:**

- One (1) Point is awarded to each official who has completed 75 high school (total varsity, junior varsity, and freshman) assignments. **OR**
- Two (2) Points are awarded to each official who has completed 50 high school varsity assignments within the past five (5) years. **OR**
- Three (3) Points are awarded to each official who has completed 100 high school varsity assignments within the past five (5) years.
- One additional rating point will be awarded to each official who made the tournament pool within the past three (3) years provided the total number of experience points does not exceed three (3).

### Cooperation Points:

Each active official is required to do the following eight (8) tasks each season:

1. Keep availability updated in Arbiter
2. Accept all games by the “accept by” date as games are published in Arbiter.
3. Return Manual Exam to Interpreter by December 31
4. Complete Boys & Girls Sportsmanship Award on-line by Feb. 15
5. Complete School Facility/AD evaluations on-line by Feb. 15
6. Turn in Physical exam by Annual Meeting
7. Complete Officials Ratings in Arbiter by Annual Meeting
8. Pay Dues to Board Treasurer by the Annual Meeting

Each task is worth one (1) point on your final rating. Each official has two (2) other points granted each season. The Executive Committee may deduct these points from your rating for disciplinary purposes if needed.

### Meeting Points:

Meeting points shall accumulate each season as follows:

- Five (5) points are awarded to members for attendance at all Board 20 meetings and clinics.
- One Half (½) point is deducted for members who miss a meeting with a timely and approved excuse as determined by the Executive Committee.
- Zero (0) points will be awarded when missing a meeting without an approved excuse as determined by the Executive Committee

### Active “Non-Working” membership:

Active members who do not officiate will not be included in the ratings system in any season they do not work games. When non-working members return as an active member in a subsequent season, they will be placed in the rating system at the level (1 to 5) they were when they left the rating system.

Ratings Calculation: (1-2 missed seasons)

- After completing the season, the member will be ranked according to a 2-year average rating based on the current completed season and the prior season the individual worked before becoming non-active.
- Ratings Calculation: (more than 2 missed seasons)
  - After completing the season the member will be ranked according to the rating achieved in the year the individual returns to the rating system and not averaged with a prior season.



**Council Policy:**

Five (5) members of the Central Maine Executive Board shall serve on the State Council. These five shall be appointed by the Board President. IAABO #20 recognizes the value of the State Basketball Council and its history to promote basketball officiating in Maine. Any initiatives voted on and approved by the Council that impact Board #20 finances and or meeting dates and times will need to be approved by a majority vote of the membership of Board 20.

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**Executive Committee Nomination:**

In order to be placed on the ballot for an Executive Committee position, a member of IAABO #20 must submit their intentions to run in writing to the Board Secretary/Treasurer no later than February 1 of the election year.

A member may only be placed on the ballot for one position. Nominations from the floor will be allowed before the election.

The positions and the years of elections are as follows:

- Elected in even years: President, Interpreter, Member-at-Large (Recruiter of Officials),
- Elected in odd years: Vice President, Secretary/Treasurer, Member-at-Large, Commission Representative
- Not Elected: Past President

All positions are two-year terms.

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**Operational Support – Floor Education and Rules Study:**

The President, with advice and consent of the Executive Committee shall appoint the following coordinators

- Floor Education Coordinator, who is responsible for overseeing the training of new prospective officials.
- Veteran Rules Clinician, who will administer the preseason rules clinics for veteran members.

### **General Operational Guidelines for the Secretary/Treasurer:**

The following is a base listing of responsibilities for the Secretary/Treasurer:

- Shall create and maintain all records (minutes and agendas) related to Board meetings, Executive Committee meetings, and other business of the Board.
- Shall maintain applicable membership databases with IAABO, Inc.
- Shall maintain membership records, including but not limited to membership statuses, meeting attendance and applicable ratings data for the Board
- Shall be responsible for administering the payment system, keeping records of transactions and expenses and brief the membership.
- Brief the membership at the January meeting and again at the end of season meeting on status of finances. The report will include:
  - A general review of expenses during the past season.
  - Balance of the account.
  - Any outstanding balance(s) and possible anticipated clearing of such expense(s).
- Shall coordinate all activity with the past president.
- Will handle all dues of the membership.
- Will pay IAABO insurance to National Office.
- Will pay for rules books.
- Will pay for any awards (plaques, certificates).
- Make a proposed budget for the year coming.
- Post regularly the status of the Board's money on the Board 20 website.
- Update the Executive Committee when an unusual expense must be taken care of.
- Normal operational expenses may have an electronic approval by the President or designee.
- Will establish or get assigned an IRS Employee Identification Number (EIN).
- Will prepare and send 1099's to those who qualify.
- Will pay the State of Maine 501-3(c) certification fee.
- Agrees to a stipend of \$500 stipend per season, to be paid once all board invoices have been settled.
- Be responsible for maintaining the State of Maine Criminal History Records Check (CHRC) for each active official. The CHRC is required by the Maine Principals Association (MPA) and the Department of Education (DOE). The Secretary/Treasurer shall communicate to members due for records checks updates/renewals and those who are not currently meeting the minimum standards of the DOE/MPA CHRC in a timely manner before each season.

# **Section 2: Contracted Positions – Guidelines & Contract Templates**

- **Assignment System Guidelines**

## **I. General Principles**

1. Boys and girls regular season varsity and sub-varsity games in the Board service area (Franklin, Kennebec, Lincoln and Somerset counties) that are to be officiated by Board #20 officials must be done on an assignment basis only.
2. Schools in the Board #20 service area must have their complete schedule of home varsity and sub-varsity games assigned in order to have Board 20 officials for their games.
3. Schools outside Board #20 service area must follow the Maine Basketball Council's Policy if they would like to have some or all games assigned by Board #20. Schools outside of the Board #20 service area that already participate in the Board #20 assignment procedure is grandfathered from the council policy.
4. Board #20 officials may not accept games prior to November 15 (or until schedules are released) other than postsecondary games.
5. Dual members must comply with Board #20 Constitution, By-Laws and Assignment Guidelines.

## **II. Guidelines**

1. An official shall not be assigned more than six (6) regular season games (3 boys, 3 girls) for any one school, except in an emergency situation and approved by Board Vice President.
2. An effort will be made to ensure that there is a 14-day separation time from seeing the same varsity team or site. (This requirement does not apply for sub-varsity assignments.)
3. An official may be allowed to work four (4) regularly scheduled high school varsity boys or girls' games provided at least one of the games is a three-person assignment. This policy does not apply to home games at Forest Hills, North Haven, Rangeley and Vinalhaven, due to geographic challenges these locations pose.
4. Officials will be allowed to block out, through the Board assignment system, 5 school sites or teams. (This could impact total number of assignments an official receives during the season)
5. Officials may also block out, via the Board assignment system, up to three (3) fellow officials. (This could impact total assignments the official receives during the season)
6. Officials will not be allowed to work more than one game in a day unless no other officials are qualified to cover that level of assignment are available. (This is determined by officials ranking level as outlined in Guideline II. Section 9). Exception will be made for sub-varsity double-headers, JV/Varsity doubleheaders when needed and Board sponsored training programs.

7. Officials cannot be assigned games at different locations on the same day unless all other officials qualified to cover that level of assignment are unavailable. (This is determined by official's ranking level as outlined in Guideline II. Section 9).
8. An official shall not be assigned more than one regular season varsity assignment per day, except in a case of an emergency. Exceptions are granted for home games at Forest Hills, North Haven, Rangeley, and Vinalhaven, due to geographic challenges these locations pose.

Official rating levels and their respective assignment levels will be based on the following guidelines:

<u>Rating Number</u>	<u>Level</u>	<u>Type of Assignments</u>
1 – 30	1	All Varsity (unless needed for sub-varsity)
31 – 60	2	Combination Varsity/Sub varsity
61 – 80	3	Primarily Sub varsity/ Varsity if Needed
81 and higher	4	Sub Varsity except in Emergencies
Not in good standing	5	Last officials to be assigned games

### **III. Assignor**

1. The Board will have one (1) assignor.
2. The Assignor position will be selected as prescribed in Appendix A of this document and serve as an independent contractor.
3. The Assignor may request a secondary assignor to assist him/her. The secondary assignor:
  - Must be an active member of Board #20 and cannot be an active basketball coach or athletic director
  - Must be approved by the Executive Committee at the start of each season
  - If compensated, be paid by the primary assignor
  - Will be relieved of his position at the request of the primary assignor and/or Executive Committee action
4. The Assignor must be an active member of Board #20 and will be able to work games in the Board #20 service area only (accepting assignments outside the area is not allowed) based on the following criteria:
  - The Assignor is eligible to officiate all levels of play, with the understanding that all available officials have been assigned prior to those self-assignments.
  - Will work with newer officials, primarily first and second-year officials, to provide constructive feedback and to support their professional development.
  - Self-assigned games will be approved by the Board #20 Vice President.
  - The Assignor will not be placed in the rating system.

5. The Assignor will be interviewed and provided a contract for a two-year period or longer as directed by the membership from applications submitted to the Executive Committee, and be recommended at the annual meeting for Board approval.
6. The Assignor will negotiate with the Executive Board the terms of the contract utilizing Appendix B of this document.
7. The Assignor will maintain a file on each member to ensure proper professional development and growth. A request for a file review may be granted to the Executive Board at any time.
8. The Assignor may be replaced by the Executive Board with due process and protection afforded him/her, per the Board's Due Process Policy.

#### **IV. Officials**

1. To be eligible for assignments an official must be a board member in good standing as prescribed in the IAABO Board #20 By-Laws.
2. Officials who violate any part of these guidelines shall be subject to fines up to one Varsity game fee and/or suspension of up to one (1) calendar year. Repeat offenders may be subject to more severe penalties.
3. Any official who fails to fulfill an accepted assignment (except for illness, injury, or emergency cases) may be fined and/or suspended.
4. Any official who needs to turn back a game must notify the Assignor immediately.
5. Acceptable reasons for turn backs without a point deduction on the rating system may include but are not limited to the following: (Any point deductions on an Official's rating will be determined by the Executive Committee at the end of the season)
  - Injury
  - Illness
  - Work
  - Educational Commitments
  - Family Emergencies
  - College Assignments
  - High School Tournament Assignments
  - Any Action to enhance the Good of The Board
6. Board #20 officials will not be permitted to assign any high school level games from the start of the basketball pre-season to end of regular season. These dates will be determined each season by the Maine Principals Association Bulletin for Basketball.
7. An official who assigns games for another Board and is also a member of IAABO Board #20 may not be assigned games by the Board #20 Assignor at any school that utilizes the assignment services of the aforementioned official.
8. Officials must keep availability current and accurate in the Board assignment system. Failure to keep availability current may result in the loss of cooperation points and/or a fine. (Penalty to be assessed by the Executive Committee)
9. An Official who intentionally falsifies their schedule of available/unavailable dates may be suspended for one calendar year.

10. Officials are allowed to designate the number of days per week they wish to work games. Officials may refuse assignments without penalty if requested to work a game in excess of the days per week limit set by the Official. This limit may be managed in concert with communication with the Assignor, and via updated availability in season by the Official.
11. Accepting Board #20 regular season high school games from anyone other than the Board #20 Assignor is prohibited and could result in the loss of all assignments and disciplinary action. The Board #20 Policy Manual “Accepting Games during the Season” shall be the governing guideline. (Action to be taken by the Executive Committee)

## **V. Pre-Assignment Procedures**

1. The Assignor will send a bill to each serviced school no later than November 1 of each year. This letter will include:
  - Fee to be determined by the Executive Committee
  - A due date
  - Late fee charges
2. Any additional charges based on additional schedules for regular and non-regular season games
3. The Assignor shall:
  - Procure the high school schedules when they become available.
  - Inform each school that they have the ability to block up to two (2) different officials from working their games. It can be different officials for the boys’ and girls’ varsity teams and sub-varsity teams. The schools may enter these blocks directly through the Board’s assigning system.
  - If a school would like to remove an official from a game that is already assigned, the Assignor in concert with the Board Vice President will have the authority to act on these requests. In the event this action is taken, the Vice President will inform the Executive Committee within 24 hours of the action taken.
  - Regardless of the situation, the Vice President or Assignor will notify the school of the action pertaining to their request.

## **VI. Assignment Procedures**

1. The Assignor will utilize an assigning system as determined by the Executive Board.
2. All games will be assigned using the Board’s rating system and the Active Official’s List of each team involved in each game, as previously outlined in these guidelines.
3. The Assignor shall use discretion in adjusting individual assignments to ensure the appropriateness of each individual’s schedule.
4. The Assignor will meet deadlines as outlined in the contract.

## **VII. Pre-Season and Post-Season Assignments**

1. As they are received at the Assignor discretion and/or the direction of the Executive Board.
2. The Assignor may utilize the self-assignment procedure during the pre-season up to a maximum of two (2) games per official, per day.

## **VIII. Varsity Assignments**

1. The Assignor must complete all Regular Season Varsity Assignments, for Executive Committee review no later than November 8<sup>th</sup>. If an extension is required, the Assignor must request an extension from the Vice President.
2. The Vice President will have one (1) week to review the assignments
3. The Assignor will release all games except the last two (2) weeks of the season to the membership directly after the 1st business meeting.
4. The Assignor must release all remaining Varsity assignments no later than Martin Luther King, Jr. Day (3<sup>rd</sup> Monday in January). Prior to the release, the Assignor must review these assignments with the Vice President and Interpreter.

## **IX. Sub-Varsity Assignments**

1. The Assignor must complete all sub-varsity assignments for October through December no later than the Board's annual testing day.
2. Complete all remaining sub-varsity assignments no later than December 15.

## **X. Post-Assignment Procedures**

1. The Assignor is required to submit a year-end assignment report, as defined in the assigning contract, to the Executive Board and to the general membership at the Annual Meeting.
2. The Assignor will be the caretaker of the rating system and will receive all pertinent information from the membership. This information is to be kept on file for a period of 3 years.
3. The Assignor will release the official's ratings no later than April 30<sup>th</sup> of each year.

## **XI. Service Charge for Assignments**

1. Schools will pay a flat fee for each team as set by the Executive Committee.
2. Payment of these fees will be set forth in the bill sent by the Board Assignor.
3. Each official will be paid the MPA game fee for each regular season game.
4. When feasible (and as defined by the MPA agreement) officials will ride together and schools will pay only one (1) mileage fee. Officials are expected to help minimize school mileage costs.

## **XII. Miscellaneous**

1. In the case of postponed games:
    - The Assignor will assign the original officials to the make-up date, provided that the officials are not already working a game of the same or higher level.
    - As per the MPA agreement, if the game is postponed, the schools shall notify the officials and the Assignor of the postponement and any projected make-up date.
    - If the officials are not available to be notified, the school should notify the Assignor and he/she will make the necessary adjustments.
      - The Assignor will contact the school via the Board assignments system of the new assignment particulars.
  2. If a last-minute illness or emergency forces an official to not be able to make their assigned game, the official must contact the Assignor immediately for a replacement.
    - If the official is unable to reach the Assignor, he/she must contact the school and/or partner.
    - The school has the right to waive the restriction on assigning games by Board #20 and try to find an acceptable IAABO member from any Board to work the game.
    - An official can accept the game without penalty but must notify the Assignor as soon as possible.
    - An official of an assigned game who fails to arrive prior to game time in a non-emergency situation will be fined the amount of one (1) game fee and may incur a suspension and/or fine as determined by the Executive Board.
    - Schools should use above stated procedure to find a suitable replacement.
-



- **Procedure for Hiring the Assignor**

1. **Purpose:** To delineate/establish a system for the procurement of the Board Assignor-
2. **Procedure:** The following timeline will serve as a guide to ensure that ample time and resources are allocated to find and secure the best candidate to be the Board #20 Assignor. All timeline items begin during the final year of the Assignor's existing contract.
  - o Solicit possible candidates with an announcement at the 1<sup>st</sup> Business meeting of the year.
  - o Review list of prospective candidates and determine which meet the criteria.
  - o Conduct interviews and determine the best candidate for membership approval prior to completion of the regular season.
  - o Announce to the membership, for their approval, the Executive Board's candidate recommendation, and their recommended compensation, at the Annual meeting.
3. **Candidate Responsibilities**
  - o Notify the Board Secretary/Treasurer in writing of their intent to seek the Assignor's position by the established due date.
  - o Submit a resume with qualifications, experiences and why they are seeking the position.
  - o In the resume include any item of interest that might enhance the overall effectiveness of the assignment system and how the change would positively impact official's professional development and assigning efficiency.
4. **President and Secretary/Treasurer Responsibilities**
  - o Provide each prospective candidate with a copy of this document and provide a forum where the candidate's questions can be answered
  - o If appropriate, form a committee to review and interview prospective candidates.
    - If a committee is formed, the President should ensure that an accurate cross section of the membership is provided to ensure the best possible candidate is chosen. One Executive Committee member will serve in advisory role to the committee.

- If a committee is formed, the committee chair will advise the Executive Committee of the committee's recommendation for discussion and approval/disapproval.
  - If approved, the Executive Committee shall negotiate a contract with the recommended candidate.
  - Once approved, the candidate and their proposed contract will be presented to the general membership for approval.
  - If not approved, start the process again.
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- **Assignor Contract Template**

## **IAABO BOARD #20 HIGH SCHOOL ASSIGNOR CONTRACT**

**20\_\_-20\_\_**

IAABO Board #20 (hereinafter “the board”) and \_\_\_\_\_, (hereinafter “the assignor”) mutually agree to the following terms and conditions of this current contract:

### **1. GENERAL SCHEME**

The fundamental purpose of the assignor is to provide the board with game assignments through an objective, non-discriminatory and non-partisan assignment process. The board’s current rating system, official’s availability and geography will be the determining factors in making assignments.

### **2. PAYMENTS**

The assignor will be paid for the season all assignment fees collected from the High Schools and Middle Schools that the Board is contracted to serve. The Board shall set the fee collected, but the assignor will be responsible for monitoring, billing, collecting and administering the duties of the assignor to the Board.

All assignments will be made utilizing an assigning system, which suits the best needs of the Board, purchased and maintained by the Assignor. The Assignor will assume all assignment expenses, including for software licensing and applicable user fees. The Assignor shall notify the Executive Committee to seek approval of this assigning system purchase.

In the unlikely event that the assignor is unable to complete the duties as assignor and must cease operation, it is understood that the Board shall have the right of placing a substitute assignor to complete that portion of the season no longer covered by the original assignor, and shall take ownership of the existing assigning software.

### **3. TURN BACKS:**

In addition, the assignor will invoice, and be paid an additional amount of **\$5.00** per turn back charged, collected from members who have to turn back games during the season. **(EXCEPTION: The Assignor shall be allowed to return/donate these fees to a charity of his/her choice in lieu of accepting the fees)**

### **4. PAYMENTS FROM SCHOOLS**

All assignment fees will be collected by the Assignor. The assignor shall request directly any payments from schools assigned by the Board.

## **5. ASSIGNOR EXPECTATIONS**

The assignor shall provide pertinent assignment information to the Executive Committee for review. Such information will include, but is not limited to the following:

- a. By October 22nd, provide a master schedule of all games assigned to Board #20 members. That schedule shall be sent to the Vice President or their designee on the Executive Committee. The Vice President or their designee will review and approve these schedules no later than one week prior to the first meeting of the new season.
- b. On the day of the first business meeting in November, release all assignments, except the final two weeks of the season to the membership. The general membership will have a 10-day acceptance period.
- c. The assigner will release all remaining assignments no later than Martin Luther King Day (Mid-January) after a review of these assignments with the Vice President and the Interpreter.
- d. By the annual meeting provide the annual report to the Executive Committee as described in Article 6, Annual Report.

## **6. ANNUAL REPORT**

Prior to the annual meeting at the end of season, the assignor shall provide an annual report to the Executive Committee of Board #20, in person if possible. The summary being reported should be a detailed listing of schools, total initial assignments issued, total amount of fees collected, number of teams, 3 person assignments, and if possible, a review of turn backs by officials.

A summary will also be given to the membership at the IAABO Board #20 annual end of season meeting.

## **7. COMPLAINTS**

The assignor is answerable only to the Executive Committee of the Board. All written complaints from schools regarding assignment issues shall be immediately forwarded to the Vice President for resolution.

## **8. LENGTH OF CONTRACT**

The terms of this agreement shall be from April 1, 20\_\_ through March 31, 20\_\_.

## **9. EXTENSION OF CONTRACT:**

If agreed by both parties, this may be automatically renewed for one (1) additional year. Such agreement is to be in writing 30 days before the Annual Meeting of Board 20, and to be approved by the general membership at that Annual Meeting.

## **10. TERMINATION OF THE CONTRACT**

Either party to this agreement may terminate, in writing, said agreement with thirty (30) day notice. Upon expiration or termination of this agreement, final payment of the assignor will be made upon receipt of the Board from the Assignor, all personnel files, software and any other documents related to the Board 20 assigning process.

## **11. IAABO DUES**

Board #20 will pay the assignor's annual IAABO dues or any fees associated at the Board #20 Annual Meeting; whichever is greater.

## 12. RATINGS

The assignor shall be responsible for compiling the annual ratings of each member of the Board in accordance with Board's rating system. That schedule is as follows:

- By March 15<sup>th</sup>, release peer ratings to board members.
- By March 15<sup>th</sup>, send out initial rating information to all members to verify accuracy. The membership has seven (7) days to respond to any potential discrepancies.
- By April 15<sup>th</sup> distribute final rating to all members.

## 13. GUIDELINES FOR THE ASSINGOR

- a. The assignor shall be considered an independent contractor under the terms and conditions of this agreement.
- b. The assignor shall be responsible for administering the assignment system and adhering to the policies and guidelines as outlined in the assignment policy of the board.
- c. In season, the assignor shall respond to communications from Board members within two (2) business days. Communication is defined as e-mails and/or phone calls.
- d. Special assignment requests made by officials must be approved by the Executive Committee before they are to be put into effect.
- e. First year provisional officials shall not be assigned high school games without approval of the Board Interpreter or designee.
- f. The assignor shall work cooperatively with the State Coordinator of Officials and Site Supervisors as it pertains to conflicts between tournaments and Board #20 assignments. In these situations, the tournament assignment will be given first priority.
- g. Every effort should be made to assign Pool B officials as many 3-person exhibition and Holiday Tournament games as possible.
- h. The assignor will maintain a list of physical exams turned in by members.

## 14. OBSERVATIONS

The assignor shall:

- a) Attend at least 50% of the Floor Education program sessions, including the Floor Test for all new applicants.
- b) Observe all first and second year officials each season.
- c) Observe at least 50% of Board #20 officials during the course of the season.

By the signature below the parties agree that this document governs the right of each party for the duration of this agreement, in accordance with Article 8.

\_\_\_\_\_  
Assignor

\_\_\_\_\_  
IAABO Board #20 President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Section 3: Award Criteria & Narratives

## **Jeff Jewett Service Award - Nomination Criteria**

<b>Executive Committee member or Assignor</b>	<b>20 points</b>
• 4 years or more	
<b>Rules Class Instructor</b>	<b>20 points</b>
• 4 years or more	
<b>Board Observer</b>	<b>20 points</b>
• 10 or more completed in 4 different seasons or more	
<b>Floor Ed Clinician</b>	<b>20 points</b>
• Attend at least half the sessions, 4 years or more	
<b>Pool B Clinician</b>	<b>10 points</b>
• Attend at least half the sessions, 4 years or more	
<b>Other volunteer activities</b>	<b>10 points</b>
• Volunteered in other Board activities and roles, including but not limited to:	
○ Sportsmanship committee	
○ Maine Basketball Council member	
○ MPA Officials Advisory Committee	
○ MPA Fee Negotiations Committee	
○ Web Master	
○ Meeting Site Facilitator	

Must have participated at least four times and/or years

**100 Points Available - Total Points: \_\_\_\_\_**

### **Other Award Standards:**

- Must receive at least 50 points total to be considered.
- An individual cannot receive the award more than once.
- It is not necessary to provide the award annually.
- Selection committee membership and governing procedures:
  - All Executive Committee members who are not currently eligible to win the award shall make-up the “Jewett Awards Committee”.
  - The non-eligible individuals should discuss all eligible board members and determine if a winner should be named for the current season. This decision should be made by January 15 each year.
  - If a winner will be named, the Board Secretary/Treasurer should order the award and inform the treasurer of the expense of the award and authorize the purchase.

## **Narrative for presentation of the Jeff Jewett Service Award**

This award is presented to a member in good standing of the Central Maine Board #20 for distinguished service above and beyond to the game of basketball and their board. The member receiving this award has demonstrated selfless time and effort to the overall success of the board, its' members, the schools we serve, the communities and the game of basketball in Maine.

This award is presented in the name of Jeff Jewett, a former member and interpreter of Board #20. His integrity, passion and desire to make officials better was second to none. Jeff was a tournament official and presented the necessary traits to be successful on the floor. Jeff always strived to pass his skills and knowledge of the game along. He was constantly looking for more technology to help officials understand the rules during his rules classes.

He believed that officials that mastered the rules were more confident, effective communicators with signals and responses to coaches' requests. Jeff presented himself and embodied the code of ethics for officials.

The Jeff Jewett Award is not presented annually but given when truly deserved. In presenting this award to our recipient we recognize their contributions to the game of basketball in Maine.

Our award winner is.....

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## **IAABO Foundation Chair - Nomination Criteria**

The IAABO Foundation was established in 1982 "with the principle objective of supporting IAABO, Inc. in the instruction and education of individuals of all ages in various facets of officiating." The Foundation is supported in its mission through donations, in the form of purchased Foundation Chairs. Foundation Chairs honor officials providing deserved recognition for their dedication of time and expertise.

Our Board will annually consider presenting an IAABO Foundation Chair nomination in recognition of a Board member who has dedicated themselves in support of fellow officials, our local board and basketball officiating in the state of Maine.

Additional guidelines for candidate nomination of this award are as follows:

- An individual cannot receive the award more than once.
  - It is not necessary to provide the award annually.
  - Selection committee membership and governing procedures:
    - All Executive Committee members who are not currently eligible to win the award shall make-up the "IAABO Foundation Chair Committee".
    - The non-eligible individuals should discuss all eligible board members and determine if a winner should be named. This decision should be made by December 31<sup>st</sup> each year.
    - Once a nominee has been determined by the Committee, a vote shall be taken of the full Board membership at its January Business Meeting in support of the nomination and correlating expenditure.
    - If a winner will be named, the Board Secretary/Treasurer should coordinate with the IAABO Foundation to confirm the Chair nominee and sponsorship.
-



## **Ed Baehr Sportsmanship Award narrative**

Your (Boys - Girls) program is being recognized for your efforts this past season for exhibiting outstanding sportsmanship throughout the 2019-2020 season at the varsity and sub-varsity levels.

This award is voted on by the members of Central Maine Board #20, of the International Association of Approved Basketball Officials.

This Award is being presented today in honor of a longtime Board member, Mr. Ed Baehr.

Ed was a state championship level official over the course of his 30-year officiating career.

But his greatest contribution to basketball was not his ability to officiate, it was his unending service to the game. Ed has given countless hours of his own time to help others be a part of basketball.

Despite officiating a full varsity schedule, it is not uncommon to see Ed giving up his weekends to organize, assign and officiate various youth league and rec league games for young people.

Ed has served on the IAABO #20 Executive Committee for over twenty years. In that time, he has spearheaded the IAABO #20 observation program. On nights when he is not officiating, he is often found in a corner of the gym, taking notes to give feedback and be a mentor to so many fellow officials so they can improve their craft.

Ed has represented our organization with the highest standards of integrity, honor and respect for the game of basketball and the student-athletes who play the game.

It is in his name, we honor your school's administrators, coaches, and student-athletes for the standards of sportsmanship you have set for your program.

As coaches and student-athletes, it is an honor to represent your school and your community as a part of the basketball program. You displayed respect for the game, integrity, good character and a high level of sportsmanship towards opponents and game officials throughout the season. You will be remembered for the kind of character you displayed long after you're playing careers are over. The standards of integrity, work ethic, and attitude that you displayed will play a big part in your future successes and provided a positive model for all those who follow in your footsteps.

If the team captains would please step forward.

On behalf of IAABO #20, it is with great honor that I present to you, the 20\_\_-20\_\_ Ed Baehr Sportsmanship Award. Congratulations!

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# Section 4: By-Laws

## **CENTRAL MAINE DISTRICT BOARD OF APPROVED BASKETBALL OFFICIALS IAABO #20 BY-LAWS**

### **I. NAME & TERRITORY**

- a) The name of this organization shall be the Central Maine District Board of Approved Basketball Officials, hereinafter referred to in these By-Laws as the “District Board”. The District Board shall comprise the counties of Franklin, Lincoln, Kennebec and Somerset, located in the State of Maine.

### **II. PURPOSE**

- a) To magnify the place of basketball as a game for the development of character, good sportsmanship and citizenship.
- b) To promote a statewide uniformity in interpreting basketball rules, regulations and officiating standards.
- c) To educate, train, develop and provide instruction to basketball officials.
- d) To operate as a regional extension of the International Association of Approved Basketball Officials (IAABO), under their jurisdiction.
- e) Align our objectives with those of the Maine Principals Association (MPA) and the National Federation of State High School Associations (NFHS) of sports as an extension of the classroom.

### **III. MEMBERSHIP – PROVISIONAL, ACTIVE, INACTIVE, DUAL, HONORARY/LIFE MEMBER & CHARTER MEMBER**

- a) PROVISIONAL membership shall be granted to applicants who
  - i. Must be at least eighteen (18) years of age.
  - ii. Enroll in new official training programs provided by the Official Interpreter.
  - iii. Pass all applicable tests and examinations, as determined by IAABO and the District Board.
  - iv. Pay applicable fees and dues set by the Executive Committee.
  - v. Provisional membership shall be for a period beginning in the year in which training begins and assuming he or she passes all applicable IAABO tests and examinations, continuing through the next full IAABO year (an IAABO year being April 1-March 31).

- b) ACTIVE membership shall be granted to those officials who
  - i. Complete and maintain all Provisional member requirements.
  - ii. Maintain their membership in good standing, based on IAABO, District Board By-Laws and District Board policies as outlined.
- c) ACTIVE NON-OFFICIATING (INACTIVE) membership shall be defined as
  - i. Members who fulfill all Active membership requirements, but choose not to officiate assigned contests.
  - ii. Active non-officiating members shall be exempt from meeting, clinic and examination requirements for the season in which they are inactive.
- d) DUAL members are officials who
  - i. May be a member of other organizations associated with IAABO.
  - ii. Qualifications for such other memberships shall not automatically qualify an individual for membership in the District Board.
  - iii. To be a member of the District Board, the official must satisfy, and continue to satisfy, the eligibility and membership requirements of the District Board.
- e) HONORARY & LIFE membership
  - i. May be granted to an individual who has rendered outstanding services to this District Board, upon the majority vote of the District Board members at its annual meeting.
  - ii. Honorary membership must be recommended by the Executive Committee.
  - iii. Life membership is granted by IAABO and shall be recognized by the District Board.

#### IV. OFFICERS

- a) The Officers of the Central Maine District Board of Approved Basketball Officials are as follows:
  - President
  - Vice President
  - Secretary/Treasurer
  - Official Interpreter
  - Immediate Past President
  - Member-at-Large
  - Recruiter of Officials/Member-at-Large
  - Basketball Council Representative
- b) The term of office shall be for two (2) years or until a successor is named.
- c) Election of officers shall take place at the annual meeting with the newly elected officers taking over their duties after completion of said business meeting.
- d) During even numbered years the following officers shall be elected: President, Interpreter, and Member-at-Large. The balance of the officers shall be elected during odd number years.
- e) The duties of the officers shall be those which regularly pertain to those officers.

## V. DUTIES OF OFFICERS

### a) President

- i. The President shall be elected by the membership for a period of two years. He/she shall conduct each of the required meetings as posted by the Executive Committee. The President shall use Robert's Rules of Order to conduct all meetings. He/she shall preside at each meeting and provide to the membership through electronic communications an agenda to follow. The President shall convene any and all needed committees to conduct the business of the board. The President shall have as many Executive Committee meetings during the year as to meet the needs of the board operations. These may include elections of officers and interviews for assignors as needed. The President shall conduct discipline hearings with Executive Committee members present and provide input to the Executive Committee as directed/requested.

### b) Vice President

- i. The Vice President shall be elected by the membership for a period of two years. He/she shall be part of the Executive Committee. In the absence of the President, the Vice President shall conduct the business of the board.
- ii. The Vice President is responsible for oversight of the board's assignments. He/she shall serve as chair of the Assignment Review Committee. Members of the board according to policy will use the Vice President to resolve schedule complaints with the assignor. The Vice President will assess the validity of the complaint and try to work toward a solution with the Assignor. If the Vice President cannot reach a solution that is acceptable to the official, the Vice President will enlist the Executive Committee to work toward a resolution to the situation.

### c) Past President

- i. The Past-President shall move to this position when a new President is elected by the membership. The Past President shall remain as a member of the Executive Committee until the current President steps down or another member is elected into the Presidency. The Past President shall step into the position of President when the President and the Vice President are not available. The Vice President may also be involved to some degree. The Past President is a vital part of the Executive Committee as he/she has working knowledge of the functions, duties and activities of the board, its members and the contacts connecting basketball in Maine.

d) Secretary/Treasurer

- i. The Secretary/Treasurer shall be elected by the membership for a period of two years. He/she shall be part of the Executive Committee. In the absence of the Secretary/Treasurer, the President shall designate a member responsible for carrying out applicable duties, including but not limited to record keeping, reporting to the membership, and the administration of the board accounting systems.
- ii. The Secretary/Treasurer shall be record keeper of meetings. These include both Executive and Business Membership meetings conducted as established by the Executive Committee.
- iii. The Secretary/Treasurer will be responsible for collection of dues and payment of Board expenses. The Secretary/Treasurer shall keep record of the income of the Board and present a report to the membership at the Annual Meeting. This formal report shall also be provided via the Board website.

e) Official Interpreter

The Interpreter shall be elected by the membership for a period of two years. He/she shall be part of the Executive Committee. He/she shall be responsible to the board to inform/instruct officials using the National Federation Rules Book and IAABO Manual. The Interpreter is responsible for administration of the IAABO Examination to the membership on a day established by the Executive Committee. He/she shall ensure the results of the exam are provided to the Secretary/Treasurer for disposition to the IAABO, Inc.

f) Member-at-Large

- i. The Member-at-Large shall be elected by the membership for a period of two years. This member shall be elected one year opposite the Recruiter of Officials/Member-at-Large and shall assist with the recruitment of officials. They shall also assist the President and Vice President with matters of the board.

g) Recruiter of Officials/Member-at-Large

- i. The Recruiter of Officials/Member at Large shall be elected by the membership for a period of two years. He/she shall be part of the Executive Committee. They shall be responsible for overseeing the recruiting of officials and other matters not directly handled by other officer positions. They shall assist the President and Vice President with matters of the board.

- h) Basketball Council Representative
  - i. Attend and represent the District Board before the state's Basketball Council.
  - ii. Perform such other duties as may from time to time be prescribed by the Executive Committee.
  
- i) Assignor
  - i. The Assignor shall be responsible for administering the assignment system, and shall adhere to the policies and guidelines as outlined in the assignment policy of the board. The Assignor is not a member of the Executive Committee. The assignor shall work cooperatively with the State Basketball Commission and Site Supervisors as it pertains to conflicts between tournaments and board assignments. The assignor will maintain a list of physical exams turned in by members. The assignor shall bill and collect fees from the school, and maintain records relative to this task for presentation to the Executive Committee at the end of the season.

## VI. EXECUTIVE COMMITTEE

- a. The President, Vice President, Past President, Secretary/Treasurer, Official Interpreter, Member-at-Large, Recruiter of Officials/Member-at-Large and Basketball Council Representative of the Central Maine District Board of Approved Basketball Officials shall comprise the membership of the District Board's Executive Committee
- b. The Executive Committee shall handle all business of the District Board occurring between meetings of the District Board's membership.
- c. Four members shall constitute a quorum for an Executive Committee meeting. The Executive Committee shall authorize the President to appoint such committees as deemed necessary. All special committees authorized by the Executive Committee shall be subject to approval of the Executive Committee, and shall be discharged upon fulfillment of their assignments.
  - i. The Executive Committee shall possess a standing Assignment Review Committee. This committee shall be chaired by the Vice President. Committee members shall be Executive Committee members, and shall be appointed by the President.
- d. No financial obligation shall be incurred by an officer or committee except as may be authorized by the Executive Committee.
- e. The financial administration of the District Board shall be vested in the Executive Committee, which shall submit a full report thereof at the annual meeting.

## VII. MEETING

- a. Meeting and clinic dates of the District Board shall be established by the Executive Committee.
- b. Notice of the meeting dates, times and locations shall be provided in writing by the Secretary/Treasurer to all members no later than September 30th of each year. Members shall attend all meetings unless properly excused. Absence from any of the meetings not accompanied by an excuse in writing to the Secretary/Treasurer shall render such member liable to discipline, including fines, rating point deductions and/or suspension from the District Board.
- c. Provisional and Dual members shall be governed by the same regulations regarding attendance at meetings as it pertains to Active members.
- d. Special meetings of the District Board may be called at any time by a majority vote of the Executive Committee, upon due notice to all members.
- e. Not less than one-third of the Active members of the District Board shall be necessary as a quorum to transact business at any meeting.

## VIII. DUES

- a. Annual dues and late fees shall be recommended by the Executive Committee and adopted by majority vote of the membership for all member categories.
- b. All dues for the following year must be paid during the ensuing year, on or before the Annual Meeting.
- c. Members who have not paid by this time will be subject to a late fee and may be dropped from the District Board.

## IX. FEES

- a. Game assignment fees and travel allowances shall be defined via contract with the Maine Principals Association (MPA), negotiated by the Maine Basketball Council. Any member guilty of violating these contractual fees shall be liable to fine and/or suspension.
- b. Fees not covered by the Maine Basketball Council and/or the MPA shall be set by the Executive Committee.

## X. DISCIPLINE & COMPLAINTS

- a. Members, herein defined in this section as an “alleged offender”, may be disciplined and/or suspended for failing to live up to, and/or not abiding to the letter and spirit of IAABO, the District Board #20, and their respective governing documents and policies.
- b. Due process and related hearings shall be given to the alleged offender on any such occasion, per the District Board’s Due Process policies.
- c. If the alleged offender is found to have been found guilty of the cited accusation, discipline may include fines, game suspensions and/or removal from the District Board.
- d. Alleged offenders have the right to appeal Executive Committee action to the entire membership, per the District Board’s Due Process policies.

## XI. GRIEVANCES AND COMPLAINTS

- a. Any grievance or complaint made concerning action taken by the Executive Committee and/or its Officers shall be documented by the complainant. Documentation pertinent to this section shall be physically signed, or if electronically communicated, the user's e-mail address shall serve as a substitute to a written signature.

## XII. EXAMINATIONS

- a. Examinations for District Board Non-Provisional members shall be administered as follows:
  - i. The date, time and location of the written examination shall be determined by the Executive Committee.
  - ii. The written examination used shall be that of IAABO.
- b. Examinations and training for new member (Applicant) and Provisional members shall be administered as follows:
  - i. No candidate or applicant shall be allowed to take the examination unless he or she shall reach his or her eighteenth (18<sup>th</sup>) birthday by April 1 of the following year.
  - ii. Fees for prospective officials will be set by the Executive Committee and shall include the cost of a rulebook, examination and the training for new officials.
  - iii. The applicant will become a Provisional member by achieving a grade of 86 or better on the IAABO written exam. Applicants who score between 76 and 84 will be subject to a make-up exam overseen by the Official Interpreter to achieve a score of 86 or above.
  - iv. Passing applicants shall then participate in a floor education program, coordinated and administered by the Official Interpreter.
  - v. Upon completion of the floor education program the applicant will be given a practical floor test conducted by the Official Interpreter and an Examination Committee.
    1. The applicant will be classified as a new member upon successful completion of the floor test.
    2. If the applicant fails the floor test, he/she will remain as a member with Provisional status, will be required to attend the floor education program and will be given a second-floor test in the following year.
    3. Failure on the second-floor test will mean that the Provisional status is dropped and the candidate will return to Applicant status.

## XIII. UNIFORM

- a. The uniform shall be the same as that prescribed by the Maine Basketball Council.



#### XIV. STATE COUNCIL

- a. Five (5) members of the District Board shall serve on the State Council. These five shall be the President, Vice President, Secretary/Treasurer, Council Representative and Interpreter.
- b. If one of the above referenced officers is unable to serve in their capacity at a scheduled State Council meeting, the President may appoint an alternative Executive Committee member to serve in their place. Should State Council representation not be available amongst the remaining Executive Committee members, the President may appoint a general Board member.

#### XV. WORKING CONDITIONS & ASSIGNMENT GUIDELINES

- a. Assignment guidelines shall be governed by the Assignment System policies of the District Board.
- b. District Board members are prohibited from working a freshmen, JV or High School varsity game with a non-Board official.
- c. Provisional officials shall be allowed to work high school freshmen and JV games with a Board official.
- d. District Board members may not solicit games that are duly assigned by the District Board.

#### XVI. AMENDMENT

- a. These By-Laws may be amended at any regular or special meeting by a two-thirds (2/3) majority vote of present, Active members of the District Board.