

**York Region
Association of
Basketball Officials**



2011-2012

Handbook

Life Members

By its nature, membership in this group is very limited and, therefore, representative of the special place that these officials occupy in our history. The board was founded in 1965 as the South Georgian Bay Association of Basketball Officials (SGBABO) with the name changing to the York Region Association of Basketball Officials in 1999. The following individuals, due to their long involvement and dedicated service, have been awarded Life Membership to the York Region Association of Basketball Officials. The year of the award of Life Membership follows each individual's name.

Ed Allan 1991
Charlie Hine 1991
Gene Schaaf 1992
Jim Orr 1994
Jim Fleming 1995
Gord Black 1997
Dennis Herbert 1998
Tom Ellison 2003
Carl Richard 2009

The Silver Whistle Club

This special recognition award is presented to those members who have provided the basketball community and YRABO with distinguished service. The members of the club are:

John Glezakos
Ron MacLeod
Don Hargrove
Al Gillan
Barb Petter
Norbert Zander
Ian Underwood
Bob Young

York Region Association of Basketball Officials

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Introduction

Fellow Members:

As September approaches and the thoughts turn from the little white dimpled ball to the big orange leather one, we need to remind ourselves of why we do what we do. Basketball season is a physically demanding, time consuming endeavor, rife with responsibilities and expectations, but filled with rewarding experiences and relationships.

An inviting welcome is extended to our newest members whom have worked so very hard to proceed through our novice clinic. To our returning members, a thank you for your previous service and commitment to YRABO for the upcoming season. Our association has prided itself in developing officials and it is hoped that both our rookies and veterans alike see that as professionals we must strive to improve in all aspect of our officiating careers.

As the game continues to grow in our region, we must look for new ways to support our clients and the basketball community. Rules proficiency is the fundamental foundation of how we perform the task in our charge. Please take the opportunities afforded you by you executive to dig into the rules resources and hone your knowledge and literacy. The more we know the easier it will be to deal with the tough situations we will face as the season unfolds. Let's not get surprised out on the court.

Professionalism continues to be a focal point of our executive. Working with our assignors and members alike require members to effectively manage availability, personal and officiating responsibilities. Keep them in the correct priority sequence for what works for you and your family, but be fair to our association and membership by providing YRABO with the most current and accurate information regarding your ability to service assignments for our clients.

Our executive is here to serve the members. Please provide us with feedback that will help us service you better. Each of our executive team is approachable and willing to work with you to get you the necessary information or support you need. Don't hesitate to contact any of us with concerns or suggestions.

Have a successful, and rewarding season.

Rick Parnham

YRABO President

Executive

President	Rick Parnham H: 905-476-6350 C: 905-853-3966 B: 905-989-0832 rparnham@rogers.com
Vice-president	Tom Carlisle C: 289-231-5591 geography44@gmail.com
Evaluation Officer	Tom Ellison H: 905-939-2985 C: 289-221-3577 Tom.ellison@zing-net.ca Tom.e.ellison@gmail.com
Treasurer	Arthur Wong H: 905-305-9438 C: 416-456-2373 W: 416-603-5800 x 3442 arthur1985@rogers.com
Interpreter	Dennis Herbert H&F: 905-886-2738 till 9:45pm C: 416-819-2738 dennherb@rogers.com
Secretary	Daniel McNamara H: 905-737-6684 B: 905-889-4982 ext 266 C: 416-826-3467 yrabosecretary@rogers.com
Member-at-Large	Brian Israel H: 905-770-3958 C: 416-358-8068 briani@rogers.com
Assignors	Tim Laurain C: 416-505-2298 H: 905-778-0120 (until 10 pm) timlaurain@rogers.com
	Carl Richard C: 647-201-4011 carl.richard@rogers.com carl.richard@rogers.blackberry.net

YRABO Constitution

Article 1 Name

The name of this organization shall be the York Region Association of Basketball Officials (IAABO Board 211) and it shall be affiliated with the Ontario Association of Basketball Officials (IAABO Board 102).

Article 2 Purpose

The purpose of the Association shall be to organize all basketball officials in the Regional Municipality of York. It shall also disseminate knowledge of basketball rules in order to bring about a standard interpretation of these rules; to hold clinics throughout the region as a means of furthering the standardization of interpretation; to supply a high caliber of dedicated officials to the schools within our jurisdiction; and to collect and dispense officiating fees on behalf of and to self-employed individuals as necessary.

Article 3 Membership

Active Member

Those eligible shall meet minimum meeting attendance requirement, receive a passing mark of 70% on two official examinations supervised by the officers of the Association and to have floor work at a satisfactory level as evaluated by a rating committee.

Life member

Membership in this group is very limited and, therefore, representative of the special place that these officials occupy in the history of this association. A life member has made significant and distinguished contributions to YRABO and to the betterment of basketball officiating in York Region. These individuals will have served in a capacity of superior floor official, as well as having provided a variety of service to YRABO off the court. This should include lengthy, and varied service as part of the executive team or other similar roles.

Any member may make nominations for life membership to the executive. The nominations must be in writing and must include a detailed profile of the members being considered and must include

appropriate documentation to support the nomination. The executive will be responsible for awarding life membership.

A life member who is still an active member of YRABO shall have all annual membership fees (excluding IAABO) paid by YRABO and not pay the YRABO game fee deduction. A life member who is inactive and desires to maintain IAABO membership shall have this annual fee paid by YRABO.

Silver Whistle Club Member

Membership in this group includes active members in good standing who has provided YRABO with extended years of service. These officials have demonstrated a long-term commitment to basketball officiating in York Region. They will continue to be rated for payment purposes in their category when inducted into this group. Officials will be considered by the executive for inclusion in this category and those selected will receive and award to signify their new placement.

Article 4 Fees

The membership fees shall be determined by the executive each year. Such fees are to: cover membership in IAABO (for members), CABO, OABO and YRABO; rulebooks, casebooks, examinations; and other operating expenses.

Article 5 Officers

The officers of this association shall consist of the following: President, Vice-President, Past President or Member-at-large, Secretary, Treasurer, Interpreter and Evaluator.

Article 6 Duties

The executive shall be responsible for the general operation of the association and shall be responsible to make any and all decisions on behalf of the membership not specifically dealt with within the confines of this constitution. It shall make recommendations by means of a slate for the coming year's executive. It shall appoint a Rating committee to be responsible for the evaluation of officials. It shall appoint a Board of Reference committee subject to the approval of the membership at large.

The president shall act as chairperson for all meetings and shall assume such other duties as arranged from time to time.

The vice-president shall act on the chairperson's behalf in his/her absence or when the chairperson wishes to speak on a motion.

He/she shall chair the Board of Reference committee. He/she shall perform such other duties as are arranged from time to time.

The past president or member-at-large shall perform duties as are arranged from time to time by the executive.

The secretary shall keep a record of all meetings and forward all important information in writing to all officials. He/she shall handle all correspondence of the association.

The treasurer shall purchase books and stationery and keep an accurate record of the finances of the association. He/she shall prepare a financial statement for the first meeting every year (September) and he/she shall prepare a budget for the coming season in advance.

He/she shall advise the executive of all recommendations pertaining to the financial operation of the association.

The interpreter shall assume a major responsibility for clinics and rule interpretations. He/she shall perform such other duties as are assigned from time to time by the executive.

The evaluator shall be responsible for a program of regular floor evaluations of the membership of YRABO and shall be assisted by a committee chosen by the executive. The evaluator shall work closely with the new officials' program. He/she will be a liaison between new members and the assignor(s). He/she will assume any other duties as required by the president or executive. He/she will assist the assignor(s) where possible.

(Please consult Appendix 1 for a more comprehensive outline of individual duties.)

Article 7 **Meetings**

All meetings shall be held at the discretion of the executive.

Article 8 **Amendments**

Motions of amendments may be presented and require a seconder. Motions of amendment to the constitution shall require a two-thirds majority of those present and eligible to vote, for such an amendment to be constitutional.

For purposes of amendment to the by-laws, a simple majority will be required.

For purposes of eligibility, members must have officiated the season immediately preceding the Annual General Meeting.

Motions for amendment to the constitution must be submitted to the secretary 28 days in advance of the annual meeting to be eligible for consideration and to allow for advance circulation to all officials.

Article 9 **IAABO Membership and Examinations**

Everyone shall write the IAABO examination. To be eligible for IAABO membership the member must be recommended by the executive.

Article 10 **Eligibility for Executive Positions**

The executive positions of president, vice-president, treasurer, secretary, evaluator and interpreter are elected positions for a term of one year.

The position of past-president shall exist for a period of one year following the election of a new president. If the latter serves for more than one year or the exiting president no longer wishes to serve in an executive capacity, an election shall be held for the position of "member-at-large." No individual may be permitted to seek an executive position without one full calendar year of membership in the association at the time the position is filled. Candidates for the position of president must have served a minimum of one year on the YRABO executive.

By-laws

1. Individual members shall adhere to rules contained in the constitution and by-laws, as well as those that may be set by the executive.
2. Any member who contravenes the constitution or by-laws will be referred to the YRABO Board of Reference.
3. All members must conform to the uniform dress for officiating as determined by the executive.
4. Association dues will be collected on all game assignments. The dues will be charged based on the evaluation rating of each official. The assignor will be paid 5 % and the treasurer paid 1.25% of all game fees. The remainder of the dues will be used by the association for operating expenses. Additional honoraria may be granted to the officers at the discretion of the executive.
5. No official of the association shall officiate a game with anyone who is not a member of a recognized OABO affiliate and without being directly assigned by an assignor of YRABO. In the case of

community events which are voluntary or charity related in York Region, members must seek approval of the executive and then be assigned by an assignor of YRABO.

6. Meeting Attendance

It is expected that each member attend all designated board meetings. All missed meetings will be referred to the Board of Reference. Attendance is a major factor in game assignments and category ratings.

Members missing any meeting are responsible to obtain and cover the training/material they missed. This may include the submission of an assignment, as directed, based on the meeting material.

Members must inform the Secretary of circumstances if unable to attend a meeting via telephone and/or e-mail.

Members with a continuous conflict on meeting nights causing the member not to attend, must forward the circumstances in writing to the Secretary for review by the Executive.

Several initiatives are being discussed to provide some positive reinforcement to membership for attendance.

7. A percentage of up to 5% may be levied against an official's earnings to meet the expenses of the association at the discretion of the executive, on the advice of the treasurer.

8. The executive will appoint the position of Assignor(s) for YRABO. It will be a non-executive, contract position. No member can hold an executive position and the position of Assignor in same year. The outgoing executive of each year will review the performance of the assignors and make recommendations to the newly elected executive. It will be the duty of the newly elected executive to appoint assignors for the upcoming officiating year.

Duties of the Assignor(s)

- follows all details of the Assignor's Contract with YRABO
- handles assigning of all games in an equitable fashion
- records missed assignments or lates and submits this list to the Vice – President
- provides Treasurer with necessary information to execute payroll
- records game changes, time changes etc. and invoices users for board services as per YRABO rates

9. Notwithstanding anything contained within the constitution and by-laws, the membership accepts that the executive shall operate

the association on a consensus basis and that the secretary shall have a record of all decisions so determined.

10. Officials with ratings of 3 or higher will be considered for York Region playoff games. Consideration for finals and OFSAA appointments will be given to IAABO certified officials. Exceptions may be made at the discretion of the executive.

11. In order to qualify for probationary membership in YRABO, new (novice) officials are required to complete training that shall include:

- a. A required number of hours of floor training and classroom training as deemed by the Evaluation and Education Officers.
- b. Achieving a minimum of 70% on an association assigned exam.
- c. Demonstrating aptitude for basketball officiating as observed by YRABO clinicians and training clinic staff.
- d. Commit to the availability and mobility standards outlined by YRABO.

First year officials are deemed to be 'probationary'. This status is to be reviewed at the latest, by the spring AGM and the probationary officials informed of the decision in respect to acceptance to the Board.

Training may take the form of unpaid officiating in designated developmental situations.

Acceptance as a member to the board is based on many factors. These include (but are not limited to): demonstrated proficiency, knowledge, motivation, mobility, and availability.

12. Each member of YRABO is required to submit and pass, with a grade of 70% or better, two written examinations, as directed by the executive. In the case of a member receiving a non-passing grade on either exam; they will be afforded the opportunity to pass another exam. Failure to submit the exams by the due date(s) may result in the official being fined \$50.00. If the official continues to withhold an exam mark from the board, they may be referred to the Board of Reference.

13. Upon confirming games, an official takes the responsibility to fulfill the assignment(s) taken. Once the assignment is accepted, a \$10 charge may apply to an official canceling the assignment. A \$20 cancellation charge may be applied to any cancellation occurring anytime on the day before an assignment. Exceptions to the cancellation charge would include unusual circumstances such as medical and bereavement.

All game changes must be done by the assignor or his designate. A \$20 charge shall apply to both officials in the case of an unreported exchange.

If another assignment is missed or unable to be filled because of the unreported switch made by the officials, the officials will be fined a game fee. If the assignor is unavailable, one of the following shall be contacted (in this order): assignor's designate, president, vice-president, past-president or member-at-large. An official wishing to exchange assignments will be expected to follow the above procedure.

14. Officials are required to submit availability to the assignor on time. When changes occur with an official's availability, it is the duty of the official to report the change immediately to the assignor. If an assignment is offered and refused on a day for which availability was indicated, a charge of \$10 may apply. An official may take himself or herself out of availability up to the point of distribution of the schedule.

15. During the year, the executive may establish procedures, which it feels, facilitate the operation of the association. These procedures shall be brought to the membership, at the AGM, to be confirmed as by-laws.

16. The following order of business is suggested for Annual Meetings:

- a. Chairperson's remarks
- b. Minutes of the last Annual Meeting
- c. Treasurer's report
- d. Assignor's report
- e. Amendments to the constitution and by-laws
- f. Presentation of the executive slate
- g. New business
- h. Adjournment

17. Board of Reference

A board of reference consisting of three members (the vice-president and two non-executive members) is to be appointed by the executive each year. The two non-executive members shall be approved by the membership at the September meeting. Should either or both of these members not be approved, the membership shall fill, by election, the two positions open to the membership at large at the September meeting.

The committee shall have the following responsibilities:

- To receive, in writing, individual or group complaint (of unprofessional conduct) or alleged violation of the constitution or by-laws by members of YRABO. In addition, alleged misconduct by either members of YRABO or individuals participating in adult recreational basketball leagues would likewise be considered.
- To initiate a complete investigation of any complaint received.
- To request an appearance before the Board of Reference of both person(s) making the complaint and the member(s) or individual(s) against whom the complaint has been laid in order to hear representations should a formal hearing be convened. The Board of Reference may seek outside third party corroborating evidence.
- To respond in writing, within fourteen days following the date of the hearing, any action or sanction to all concerned parties.
- To report any action or sanction to the Executive of YRABO.

Possible sanctions may include, verbal or written reprimands, assigning a senior mentor, regular floor evaluations, fines, suspension, or expulsion from YRABO.

Appeal Procedure

A member of YRABO or other individual who has been sanctioned by the Board of Reference shall have the right to appeal the decision to the executive of YRABO. The appeal, in writing, shall be sent to the secretary within fourteen days of receiving notification of any action(s) or sanction(s) by the Board of Reference. The appeal must clearly indicate the ground(s) for appealing the decision. The appeal board shall consist of the president and two other executive members (neither of whom sit on the Board of Reference). The appeal board shall arrange a hearing at which the sanctioned member or other individual and the person(s) making the complaint may make representations. The appeal board may also seek information from both the chairperson of the Board of Reference and outside third parties.

The appeal board shall render a decision regarding the appeal within fourteen days of the hearing date. The decision shall be communicated in writing to all concerned individuals. The decision of the appeal board is final.

18. Audit Committee

An audit committee consisting of two members shall be recommended by the executive and appointed at AGM. The duty of the committee is to audit the financial records of the association within six weeks of the date of the AGM. The committee is to report to the executive immediately following the audit and also present a report to the membership at the September meeting.

19. Arrival at Games/Running Late

Any official who anticipates they cannot be on the court by the scheduled start of the game shall call the school and make contact with the appropriate Phys-Ed Head so that the call is received 10 minutes prior to the game start time and state their anticipated arrival time.

If by game time your partner has not arrived and you have received no message from the school indicating a delay, the following procedure shall be followed:

a. Call the basketball line **647-201-4011** (Carl) or **416-505-2298** (Tim) and leave a detailed message if not answered.

Failure to follow this procedure will result in the 50% game fee for working alone not to be paid.

If a call is relayed to the gym that your partner's arrival will be within 10 minutes, it is suggested that you wait.

If a game is in progress when you arrive, it is suggested that you observe approximately 2 minutes of play to get a feel for the flow and tempo of the game before entering the court.

It is suggested that at an appropriate time, an apology be extended to both coaches and your partner. Some token compensation should also be offered your partner should the arrival come after one quarter of play.

There will be times when a game is assigned and you the official cannot arrive on time. The Assignor is responsible for informing both the host school and the official's partner(s).

20. Ejections / Significant Incidents & Game Reports

Should you or your partner find it necessary to eject a player or coach from a game both officials must complete a Game Report immediately following the game. A written record of the events of the incident must be included on the correct form or on the back of the game sheet. This report is to be filled out for all ejections and/or disqualifications resulting from flagrant and/or unsportsmanlike activity. The officials shall record their comments and both sign after the coach(s) have completed their portion of the report.

If this is a high school situation, the coach of the ejected player/coach will forward the report to the chairperson of the YRAA Board of Reference. Ensure that the following is accurate:

- a. player's/coach's name
- b. game score at time of ejection
- c. the time of the ejection
- d. circumstances, including lead-up if any

The report should be factual and not contain personal or subjective opinions about the incident.
Incidents of this type or any other significant event must be phoned in to the assignor at the first opportunity and a follow-up report needs to be emailed to both the Assignor and Vice-President once the officials have arrived home.

Operating Procedures

The Executive under the authority granted in by-law # 15 institutes operating procedures. The intent is to provide interim guidance and regulation. The operating procedures encompass temporary and/or trial procedures.

1. Annual dues.

The annual dues for members are \$145 for home board members and \$125 for dual members, and \$70 for novice officials.

2. Official's Game Fees

Changes have been made to the Rate Table to: provide for rate uniformity within the game duration of ball officiated; provide incentive to develop and improve as officials by implementing a more uniform progressive financial incentive between categories; and lessen the present financial burden on the board. Please see the Game Fees and YRABO Rate Table pages (33-35 for details.)

Committees (2011 – 2012)

Board of Reference

Tom Carlisle, (Chair), Tony Rowe, Joe Lioni

Evaluation and Rating

Tom Ellison (Chair), Gene Schaaf, Dennis Herbert, Tim Laurain, Carl Richard, Rick Parnham, Tony Rowe, Tom Carlisle, Arthur Wong

Audit

Arthur Wong (Chair), Jeramiah Sta. Maria, Allan Castellvi

Evaluation

York Region is committed to training and developing highly qualified officials. These officials are expected to use proper mechanics and exhibit a thorough knowledge and application of the following two sets of rules as appropriate:

1. Federation
2. FIBA

In order to maintain a high level of proficiency, the executive is committed to an ongoing program of education and evaluation. Officials' ratings are primarily determined by a combination of ability, experience and examination results. Other factors such as service to the board and meeting/clinic attendance may be considered.

An official whose evaluations indicate that significant improvements are required shall first receive written notification of these problems along with recommendations for improvement. He/she shall then be given an appropriate period of time in order to effect these changes. Failure to act upon these recommendations could result in the official receiving a lower category rating.

A. Floor Tests/Evaluations

All officials will be evaluated a minimum of once every two years at no additional cost (evaluation costs are built into registration fees) to the official. Officials may request additional evaluations at their cost. Novice (new) officials shall be evaluated twice during the year, once at their cost.

Officials transferring to the board and/or joining as a dual member for the first time will be evaluated as soon as possible for category placement.

An official requires a minimum of one current evaluation to be considered for panel movement.

Officials seeking IAABO qualification have to undergo a practical floor test. There is a written IAABO mechanics examination and candidate's examination to be written.

B. Examinations and Rules Study Program

Now that OABO has officially adopted two sets of Rules, YRABO Members will write two, proctored tests and have a third 'take home' test to complete.

Federation Part 1

- open book format, take home; where possible, a crib sheet will be provided
- mandatory for all officials in their first 3 years with YRABO, all others are encouraged to write as preparation for the upcoming season.
- passing mark is 70%

Federation Part 2

- make-up exam for those not passing part 1

IAABO A-Rules Knowledge Test & B-Rules Refresher

- (A) - Will be proctored and is mandatory for all 3 year + YRABO officials
- (B)- All members are encouraged to study the IAABO Rules Refresher Examination; the answers are provided by IAABO as early as the first week in December.

Rules Knowledge Test leading to IAABO 'Certification'

- proctored, closed book exam for those wishing to become IAABO members.
- Passing mark for this exam is 86%.
- In addition, to become IAABO certified, the candidate must also pass a written mechanics test and a practical floor test.

FIBA As part of the National Certification process all YRABO officials will write this proctored exam. Those wishing to be considered for a National Assignment must achieve a minimum mark of 86% on a closed book, proctored exam to be eligible for nomination.

RefSchool. A program designed by a software company, which allows an individual to self-test one's rule knowledge. Both sets of rules are built into the program. Cost is reasonable. Information provided by the Interpreter at the beginning of the season.

Rating Criteria

The Executive of YRABO is committed to the education and development of basketball officials in York Region. The present system has ratings of 1, 2, 3 and 4, plus an entry category for first year officials and finally a junior category for those under 19 years of age. This means that for returning officials over the age of 19, only 4 ratings apply. Rating 1 is the highest rating an official can have.

The YRABO writing team has also undertaken the task of preparing a comprehensive rubric which clearly presents the expectations the executive feels necessary for our officials at each of these new ratings. The writing team is currently preparing a skill set list for each rating and each sub-category that will even more clearly list the competencies needed for demonstration within the new rating system.

Mechanics		Rating 1	Rating 2	Rating 3	Rating 4	Entry
Signals		Consistently uses all approved signals in a polished, professional manner	Regularly uses all approved signals	Uses most of the approved signals	Limited use of the approved signals with a weak look	1. Signals are a valuable method of communication
Dead ball		Consistently demonstrates correct dead ball mechanics	Regularly demonstrates correct dead ball mechanics	Demonstrates some dead ball mechanics	Limited use of dead ball mechanics is demonstrated	1. Use of mechanics assists crew in doing a good job
Live ball	Lead	Consistently displays superior applications of lead principles	Regularly displays good applications of lead principles	Displays some applications of lead principles	Limited applications of lead principles displayed	1. Use of mechanics assists crew in doing a good job
	Trail	Consistently displays superior applications of trail principles	Regularly displays good applications of trail principles	Displays some applications of trail principles	Limited applications of trail principles displayed	1. Use of mechanics assists crew in doing a good job
	Special	Consistently displays superior recognition and handling of special situations	Regularly displays good recognition and application of special situations	Displays some recognition and application of special situations	Limited recognition and application of special situations is displayed	1. Must be able to recognize and adjust to special play situations
	Off-ball	Consistently displays superior applications of off ball coverage	Regularly displays good applications of off ball coverage	Displays some applications of off ball coverage	Limited application of off ball coverage displayed	1. We must cover the entire court, not just the ball
	Primary / Secondary	Consistently demonstrates excellent understanding of coverage areas	Regularly demonstrates good understanding of coverage areas	Demonstrates some understanding of coverage areas	Limited understanding of coverage areas demonstrated	1. We must cover the entire court, not just the ball

Game Management		Rating 1	Rating 2	Rating 3	Rating 4	Entry
Pre-game		Consistently encourages and leads pre-game for partner[s]	Regularly pre-games with partner[s]	Participates in crew pre-games, sometimes leads	Doesn't regularly use pre-games	1. Pre-game with partner is essential to preparing and developing the crew
Game	Live Ball	Consistently demonstrates superior application of live ball management	Regularly demonstrates good application of live ball management	Demonstrates some application of live ball management	Limited understanding and application of live ball management	1. Game flow and tempo are essential
	Dead Ball	Consistently demonstrates effective management of dead ball situations	Regularly demonstrates effective management of dead ball situations	Demonstrates some management of dead ball situations	Limited management of dead ball situations	1. Dead ball mechanics allow us to demonstrate control and management of the
	Partner	Consistently demonstrates and encourages superior teamwork	Regularly demonstrates very good teamwork	Beginning to demonstrate teamwork	Demonstrates little teamwork	1. Working a team is essential to quality of game
	Table	Consistently and effectively incorporates table	Regularly uses table when necessary for support	Sees the benefits of working as a team with table officials	Depends on the table for support	1. Table officials are an important part of the game and need to
	Game Awareness	Consistently demonstrates superior game	Regularly demonstrates good game awareness	Demonstrates some game awareness	Demonstrates little game awareness	1. Awareness of bonus, time score etc. enhance your
Communication	Whistle	Consistently uses whistle as an effectively	Regularly uses whistle as an effectively	Usually uses whistle as an effectively	Uses of whistle is weak or still	1. A strong, sharp whistle is tremendously
	Voice	Consistently and effectively uses voice as a communication tool	Regularly uses voice as an effective communication tool	Sometimes uses voice effectively	Voice is a limiting factor in management situations	1. A strong voice projects a perception of being in control
Post-game		Consistently leads post-games for partner[s]	Regularly participates in post games	Seldom does a post game	Not familiar with concept	1. Post game discussion is a tremendous learning

Rules Knowledge	Rating 1	Rating 2	Rating 3	Rating 4	Entry [needs to know]
Foul application / Judgement	Consistently demonstrates superior application of "Tower Philosophy" concerning incidental r	Regularly demonstrates very good application of "Tower Philosophy"	Demonstrates some application of "Tower Philosophy"	Demonstrates limited understanding of the Tower "Philosophy"	1. meaning of the concept "Tower Philosophy"
Violation application / Judgement	Consistently demonstrates superior application of advantage/disadvantage	Regularly displays very good application of advantage/disadvantage	Demonstrates some application of advantage/disadvantage	Demonstrates some application of advantage/disadvantage	to recognize the various violations
Applies current points of emphasis	Consistently demonstrates superior recognition and application of current (board and federation) points of emphasis	Regularly displays very good recognition and application of current (board and federation) points of emphasis	Demonstrates some recognition and application of current (board and federation) points of emphasis	Limited recognition and application of current (board and federation) points of emphasis is demonstrated	1. to find them in the rule book 2. understanding why they are P.O.E.s

Professionalism		Rating 1	Rating 2	Rating 3	Rating 4	Entry [needs to know]
Commitment	Personal Growth	Consistently demonstrates consistent and	Improvement has been consistent	Improvement is starting to show	Needs to show more improvement in	1. Eventual IAABO qualified 2. movement through YRABO rating levels
	Availability / in on time	Consistently provides appropriate	Availability shows few restrictions, often provided on	Availability shows some restrictions	Tends to restrict availability to certain areas, with delays in responding	1. Importance of providing and maintaining up-to-date availability to assignors 2. limited availability means limited game opportunities
	Meetings/ Clinics	Attendance is excellent	Has very good attendance	Has average attendance	Attendance is poor	1. Learn to officiate all areas and levels of ball
	Game Assignments	Never turns assignments back except in	Rarely turns back assignments	Seldom turns back assignments	Often turns back accepted assignments	1. The importance of accepting and fulfilling assignments, even
	Exams	Writes all exams and marks reflect superior results	Exam marks are very good	Displays good effort in exam preparation	Marks are low and may be late in submission	1. The importance of reading and understanding the rule and casebook
	Camps	Has likely been in multiple camp situations	Has attended a development camp	Should be considered for a development camp	Would benefit from any clinic presented by YRABO	1. Importance of camps for development, when ready
	Punctuality	Consistently arrives at site, on	Regularly arrives on scheduled time	Usually arrives on scheduled	Sometimes has difficulty arriving	1. Punctuality is stressed to all officials
	IAABO status	Is a member of IAABO & encourages others	Is a member of IAABO	Either is IAABO member or should consider becoming one	Preparing to become IAABO certified	1. YRABO is an IAABO Charter board and strongly encourages IAABO certification for all

Professionalism		Rating 1	Rating 2	Rating 3	Rating 4	Entry [needs to know]
Appearance	Uniform	Consistently displays a polished, professional appearance	Regularly displays a very good appearance	Displays all components of the uniform	Displays most of the correct uniform components	1. purchasing and wearing all components of uniform
	Body Language	Consistently displays a professional manner	Often displayed in a professional manner	Usually displayed in a professional manner	Sometimes displayed in a professional manner	1. dead ball posture [slouching, what to do with hands and arms]
	Hustle	Consistently demonstrates superior dead and live ball movement	Regularly demonstrates very good dead and live ball movement	Demonstrates satisfactory dead and live ball movement	Dead and live ball movement is developing	1. hustle 2. "referencing the space" 3. good running style
	Fitness/Conditioning	Is not a significant limiting factor at this level	Is in very good condition; has athletic appearance	Weight or conditioning might be issues	Official is not fit or weight is an issue	1. physical fitness 2. acceptable weight
Intangibles	Professional conduct (on and off the court)	Evaluations/Critiques	Years on board	Years officiating	Years at rating	

General Information

1. Injuries

When a player appears to be injured, you and your fellow official(s) should agree to:

- i. Stop the contest as outlined by National Federation publications.
- ii. Report the injury to the coach and game site administrator. The officials may question the player. If the player indicates the need for attention or appears to need attention, the officials shall beckon the coach or bench personnel onto the court.
- iii. If the coach or administrator or medical personnel is attending to the injured player, walk immediately to a location away from the injured player and remain there.
- iv. DO NOT touch, move or assist in moving the injured player.
- v. DO NOT resume the game until the injured player (if they are able to continue play), is pronounced ready to play by the coach or medical personnel, or removed from the playing surface. The coach must be granted time to treat the injured player if necessary, and to make a proper substitution.
- vi. Be patient; in some circumstances you may have to wait for medical personnel to arrive at the game site to attend to or remove the injured person.

NFHS RULE 2-8-5

“The officials shall:…Immediately remove a player from the game who exhibits signs, symptoms or behaviors consistent with a concussion as in 3-3-8. (See NFHS Suggested Guidelines for Management of Concussion in Appendix D on page 75).

NFHS RULE 3-3-7

“A player who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the game.”

2. Game Stoppages

If you temporarily stop a game for any problem (i.e. a wet floor), be sure it is satisfactorily corrected before resuming play.

- i. Stop the game as soon as you reasonably can and call the condition to the attention of the head coach or game-site administrator.
- ii. These people, or their designates, should attend to the unsafe condition (i.e. wipe the floor)
- iii. Check to be sure that the playing area is safe in order to resume play.
- iv. If something unusual happens (i.e. fire alarm, loss of lights), stop the game, confer with partner(s), make a reasoned decision as to how to handle the situation.

Be aware of potential problems that may develop during the game and deal with them with the same reasoned judgment you use to make your game calls, and **err on the side of SAFETY**.

3. Game Defaults

All athletic associations that we service have a policy in place for such eventualities. You should inquire as to what the policy is.

You might assist by phoning the late team's school.

You are scheduled to work for the length of a game, so be prepared to stay. Under no circumstances should you leave the school until the default is official.

4. Officiating Alone

First, there are no rules which compel an official to work alone; nevertheless, consider that at least one team has traveled, at some expense, to the game. In such circumstances we try to have the game played provided that both coaches agree to the game(s) being played.

Unless you are very inexperienced, or feel that the nature of the game would be such that you could not handle the situation, the recommendation is that you referee the game, hopefully, until your partner arrives. The following mechanics should be followed:

- a. Talk to both teams and not just the captains.

- b. Point out that you will be working ONLY the sideline opposite the benches and ONLY from free throw line extended to free throw line extended.
- c. Ask the players to respect your calls as a single official and seek their cooperation.
- d. Tell the player inbounding the ball to seek eye contact prior to putting the ball into play.
- e. Phone the assignor immediately prior to the start of the game. Sometimes a missing official can be located or a new official assigned.

NOTES: Do not be afraid to stop the contest if it appears it is getting out of control.

Phone the Assignor immediately upon getting home to report that you worked alone.

Crests

The following guidelines shall be adhered to for affixing crests to shirts and jackets.

YRABO Crest

- to be worn on right sleeve of shirt, ½ inch above the arm trim
- to be worn on the left breast of the approved jacket

OABO Crest – (where available)

- to be worn on left breast of shirt and jacket

IAABO Crest – (when earned)

- to be worn on left breast of shirt and jacket

Meetings

YRABO is provides members with the most current education to continue our growth and development as officials. This is a primary focus of our association. 7

Problems that have arisen during games are presented and discussed. Current interpretations of play situations and official's mechanics are discussed. Exams are distributed and collected. Executive members have an opportunity to report to the membership and the membership has the opportunity to dialogue with the executive.

It is expected that members attend all scheduled meetings. Members who are not present at a meeting risk losing some or all of their game assignments for that particular assignment period.

Meeting Dates 2011-2012

September 8th
September 27th
October 17th
November 28th
December 19th
February 6th
May 14th – AGM

Availability

Availability is the responsibility of the official to submit and keep up to date. Please keep your availability up-dated for at two weeks in advance. You MUST update your availability when it changes (it changes for the assignor in real time, they use the most recent when assigning). With Arbiter officials can submit availability for any period of time (weekly, monthly or even for the entire year) and can be submitted anytime.

In Arbiter you block out the times that you are NOT available. As it stands, all dates have been blocked out after you log in the first time and thus, you are defaulted to NOT AVAILABLE for those dates. To update your availability, remove the full day block on the days you have availability and then put in the partial blocks that will leave your available times open. When making yourself available, put the time you can leave to get to a game as the system factors in travel times. For example: if you can make a 7 pm night ball game, don't block out until 7 pm because the system won't show you available; put in 6:30 for example. NOTE: in Arbiter you can set weekly schedules (Mon. – Fri., or Sun. – Sat., or any set dates (eg. Mon. and Wed. block to 5pm)). You do not need to do each day individually. For help refer to 1) the help feature 2) the tutorial or 3) contact the Assignor(s).

If you have any specific requests, (ie. Must be is South West this week, Mon. single only in East) please email the Assignor in advance. They will try to accommodate as best they can.

Please feel free to forward any comments, and/or concerns to the Assignors.

Appendix 1 – Executive Officer Duties

President:

- acts as chair of all meetings, General, Executive and AGM acts as spokesperson with OABO, CABO, IAABO, other boards, leagues and YRAA
- schedules monthly executive meetings, separate from general meetings
- assigns tasks based on executive decisions
- attends OABO conferences, or designates replacement

Vice – President

- acts as president in his/her absence
- organizes & chairs the Board of Reference Committee
- records all discipline related incidents of players, coaches and officials and liaisons with the appropriate parties
- attends OABO Fall conference, or designates alternate

Secretary

- keeps minutes of all meetings and forwards minutes to members
- handles all board correspondence and forwards to the necessary members
- provides updated lists to OABO, CABO, and IAABO for their records
- prepares and publishes yearly handbook
- purchases rule books and manuals for the membership
- fulfills all duties & responsibilities as YRABO secretary for Board 211
- maintains a current list of important administrative deadlines
- keeps records of attendance for review by the executive

- receives & forwards to the executive and publishes amendments for the AGM

Treasurer

- provides the assignor information about payment of invoices within 2 days of receipt
- receives payment from user group services invoiced
- keeps statements for all financial transactions of the board
- provides payroll to members on assigned dates
- provides payment for invoices received by YRABO
- provides financial statement at the AGM and an updated statement at the September meeting
- provides the executive with a proposed budget before upcoming season

Past – President or Member at Large

- acts as liaison for officials, coaches and leagues with the executive of YRABO
- works with the Evaluator and Interpreter in structuring the spring clinic / camp
- assists other exec. members with their duties as necessary
- actively recruits new membership to the board

Evaluator

- oversees the regular evaluation and rating of officials within YRABO
- chairs a team of evaluators which evaluates and rates all officials
- co-directs Candidate's Camps with the Interpreter and provides the exec. with a list of qualified candidates for YRABO
- publishes, when necessary, a ratings list of all members of YRABO
- identifies and communicates points of emphasis for ALL board officials in their evaluations to promote consistency in all members
- sets a budget for evaluations for the upcoming year
- works with the assignor to provide assistance with mentoring, evaluations and playoff assignments

- Interpreter** - provides learning materials for clinics and meetings
- provides membership with rule interpretations
 - distributes, collects, marks and records examination results of members
 - co-directs Candidate's Camps with the Evaluator and provides the exec. with a list of qualified candidates for YRABO
 - submits to the exec and the discipline committee, a list of members not meeting exam requirements
 - attends IAABO and OABO conferences
 - catalogues all education materials and allows the membership an opportunity to borrow materials as requested to further education.
 - fulfills all the duties and responsibilities as IAABO Interpreter for Board 211

