



# Calgary Basketball Officials Association

## MEMBERS HANDBOOK

Revised September 2011

### Table of Contents

<b>Annual Information</b>	3
Website	3
Executive	3
Calendar	3
General Expectations	4
<b>Assignments</b>	4
The Arbiter	4
Assigning Policy and Procedure	4
Types of Assignments	5
<b>Education</b>	6
Local Clinics	6
Provincial Clinics	6
FIBA Rules Exam	6
<b>Evaluation</b>	7
Evaluation Process	7
Evaluation Fee	7
Video Evaluation	7
National Officials Certification Program	8
Annual Ranking Procedure	8

<b>Pre and Post Game Procedures</b>	9
Uniforms	9
Locations	9
Game Fees	9
Payment for Games Officiated	9
Honouraria	10
Arrival Times	10
Partner No Show	10
Rules of Play	10
Expulsions	11
Technical Fouls	11
<b>Code of Conduct</b>	12

## Annual Information

The information in this section is subject to change annually and members should check the CBOA website for current information.

### Website

The CBOA website can be found at <http://www.cboa.ca>. Members are encouraged to check the website often as new information is available on a regular basis. Officials should also check the Alberta Basketball Officials (ABOA) site at <http://www.refalberta.ca> as it also contains valuable information.

### Executive

The CBOA executive consists of the following positions:

- President
- Past President
- Vice President
- Secretary
- Treasurer
- Evaluation Chair
- Education Chair
- Member at Large

The elections for president, vice president and evaluation chair will occur in odd-numbered years with the remaining positions in even-numbered years. In addition the Executive will appoint an Assignor and Webmaster each year. Check the CBOA website <http://www.cboa.ca/executive> to see the current executive members

### Calendar

*Meetings:* CBOA will have four meetings each year. Attendance at these meetings is mandatory.

- Fall Meeting in September
- High School Meeting in November
- Mid Season Meeting in January
- Spring Meeting and Elections in May

*Socials:* CBOA also holds several social events throughout the year. Please check the website calendar for dates and locations of these meetings and other events.

## **General Expectations**

Each year, an approved member of the Association

- Must write the CABO Exam and obtain a reasonable mark
- Must follow the proper dress code
- Must attend all meetings unless there are extenuating circumstances
- Must be at all games assigned to them
- Must use accepted signals and mechanics
- Must display a professional attitude both on and off the court
- Should be in good physical condition and able to keep up with the play
- Must attend at least one clinic (as a participant or as an instructor)
- Should dress at game site when facilities are available
- Should conduct a pre-game talk with partner
- Should make some contribution for the good of the Association
- Should have \$25 deduct to provide a CBOA-sponsored student scholarship for the HBSC High School Basketball Classic. This is in lieu of working games for one-half game fee in the past.
- It is expected that a member of the CBOA is using the Arbiter site's functionality to block the dates that they know that they are not available to accept assignments. A turn back and/or decline rate of less than 10% is the standard for the 2011-2012 basketball season. Those members that do have a high turn back and/or decline rate may see an affect to their regular season assignments, post season assignments including provincials and may be subject to a fine.

Note: In order to receive a provincial or national appointment, officials must work a minimum of 60 games per season.

## **Assignments**

### **The Arbiter**

[www.arbitersports.com](http://www.arbitersports.com)

The Arbiter is a web based assigning tool used by the CBOA assignors to manage game assignments. New officials who register will have an account created by the commissioner. It is then up to the official to manage their account by inputting their availability into the system, updating their contact information as needed and accepting or declining assignments.

### **Assigning Policy and Procedure**

The CBOA has established a General Assigning Policy. Whenever assignments or appointments are made, the assignor/appointing body will consider and balance what is

- good for the official
- good for the association

- good for the client

The specific procedure the Association uses to assign games is as follows (revised May 1998):

- All leagues submit their schedules to the Assignor
- Assigning factors may include
  - ability
  - availability
  - service to the Association
  - equal games to equal officials
- The commissioner will attempt to assign a majority of games 3-4 weeks in advance
- Cancellations will be handled on a daily basis with the most available people being assigned first.
- All league championship assignments will be approved by the Executive

All members shall not solicit or accept games from any coach, league, or league representative without CBOA clearance; nor accept games from outside CBOA /ABOA approved source that will interfere with any CBOA assignments.

Officials may be subject to the following fines for cancellation of previously accepted assignments:

- Cancel **less** than 24 hours before the game: \$25 fine
- Cancel **more** than 24 hours before the game: no fine

### **Types of Assignments**

*Local Assignments:* these are assigned by the CBOA commissioner and include, but are not limited to:

- senior men and senior women leagues in Calgary
- high school leagues in Calgary, Foothills and Rockyview
- Catholic junior high games
- club teams and leagues
- Filipino league
- Alberta Colleges Athletic League (ACAL)

*Provincial Assignments:*

- **Alberta Colleges Athletic Conference (ACAC)** – CBOA and its ACAC evaluation committee submits a list of officials deemed eligible for ACAC assignments and the ABOA Evaluation Chair approves the list. Beginning in the fall of 2011, the ABOA Evaluation Chair will make all ACAC assignments
- **Alberta Schools Athletic Association (ASAA)** – CBOA and its ASAA evaluation committee submits a list of officials deemed eligible for ASAA High School Provincial assignments and the ABOA Evaluation Chair approves the list. ABOA sets forth the following terms of eligibility for ASAA provincials:
  - Must obtain a mark of 80% on the first writing of the exam
  - Must have obtained a provincial evaluation in the past two years
  - Must have obtained NOCP Level 1 to be considered for assignment to a 1A or 2A tournament

- Must have obtained NOCP Level 2 to be considered for assignment to a 3A or 4A tournament
- Must be recommended by his/her local Board
- Must currently be working the level of game appointed
- Must be available to work the entire tournament
- Must be capable of working the championship game
- **Alberta Summer Games (ASG)** – the same procedures and criteria for ASAA provincials are followed.

### *National Assignments:*

These assignments are the responsibility of the Canadian Basketball Officials Association (CABO) working in conjunction with the ABOA. These assignments include CCAA college nationals, CIS university nationals, Basketball Canada midget and juvenile nationals as well as regional tournaments like the Western Canada Games. Officials interested in these national assignments should submit an application to the ABOA Evaluation. Further information and the application form are available from the ABOA website.

## **Education**

### **Local Clinics**

Three clinics are held annually by the CBOA:

- The **novice officials clinic** discusses rules, mechanics, and basic officiating philosophy. Although it is often referred to as the Rookie Clinic, CBOA policy dictates that beginning members attend the clinic for two consecutive years. (Members who rejoin after a multiple year absence may be required to attend this clinic as well.)
- The **mandatory clinic** is for all members of the association. It covers advanced topics as well as specifics on procedures for high schools, such as ejections.
- Often, there will be a **college/university clinic** to deal specifically with CWUAA and ACAC matters. All officials at those levels are expected to attend, and there is generally no cost.

### **Provincial Clinics**

The ABOA holds a Provincial Clinic of some sort every year. There are three usual types:

- **SuperWeekend.** This is held every two years, and is a joint officials and coaches clinic, administered by Basketball Alberta. It has historically been geared at upper level officials.
- **Provincial Officials Clinic.** It is usually held in alternation with SuperWeekend. It is a single, centrally based clinic with a variable focus, but usually includes at least one elite clinician from outside the province.
- **Regional Clinic.** In some years, the ABOA opts to have a number of small clinics throughout the province rather than one large clinic. These are often more specific in nature, designed to address certain new topics or problem areas. Provincial clinicians are used as instructors.

Officials who officiate at the college or university level must attend a provincial clinic once every two years (by ABOA policy).

## **FIBA Rules Exam**

Each member is required to write the national FIBA exam each year and receive an acceptable score (currently 65% or higher) in order to receive games. This is a closed-book exam with no time limit. For applicants who do not receive the appropriate score, the ABOA specifies a rewrite procedure (that may vary by year). The ABOA specifies an exam week each year in November during which the CBOA schedules at least one, but usually two opportunities to write. Officials who do not write during the specified exam period may still become a CBOA member by writing at a later date, but they may not receive assignments until such time as they write the exam, and are not usually eligible for provincial assignments.

## **Evaluation**

### **Evaluation Process**

Any official who wishes an evaluation should contact the Evaluation Chair. An honest attempt will be made to evaluate as many officials as possible each year. All CIS and ACAC approved officials will be rated by a provincial evaluator. All others will be rated by a CBOA approved evaluator at the highest level of game possible. Officials who are not satisfied with their rating may apply to be rated by a different evaluator (and pay a second fee). At the end of the season, the evaluation committee will prepare a new set of rankings based on this season's work.

### **Evaluation Fee**

The fee for a local floor evaluation is the game fee of the assignment you are being critiqued on (deducted from your next pay cheque). On occasion, you will receive a Provincial evaluation. The ABOA charges a similar fee for such evaluations (there is no charge when done at the ASAA Provincials and some summer tournaments). If a special program is implemented where the fee will be different, the affected members will be informed in advance. The form used for all floor evaluations is the most current ABOA Evaluation Form.

### **Video Evaluation (pilot)**

For the 2011 season the CBOA has put in place a Video Evaluation (pilot) process. Those members that wish to be evaluated via video should follow the process outlined below.

Process:

1. Notify via email to the Evaluation Chairman that you'd like to be evaluated via video.
2. Select either a full evaluation or partial evaluation
  - a. Charge for full evaluation is the full game fee
  - b. Charge for partial evaluation is half game fee
    - i. By selecting a partial evaluation the evaluator will only provide you feedback on 2 of the 5 areas of your choosing that you would normally be critiqued on.

1. Judgment & Rules application
  2. Game management & control
  3. Communication & Game Awareness
  4. Mechanics & Signals
  5. Appearance, Hustle & Professionalism
3. You are required to provide your own videographer.
  4. It is preferred that you use your own video camera if you own this equipment.

### **National Official's Certification Program (NOCP)**

The NOCP is a national program put in place by CABO (Canadian Association of Basketball Officials) in order to standardize an official ranking system across Canada. Currently the NOCP rankings, descriptions and requirements to be rated each level are:

- Level 1
  - Officials that are ranked at Level 1 have the skills and knowledge to referee basketball at the entry level. In order to attain a rating at level 1, an official must attain a minimum of 70% on the CABO national exam and a minimum 70% on their on-court assessment from a local on provincial evaluator.
- Level 2
  - Officials that are ranked at Level 2 have the skills and knowledge to referee basketball at the intermediate level. In order to attain a rating at level 2, an official must attain a minimum of 80% on the CABO national exam and a minimum 80% on each of their two (2) on-court assessments from a local on provincial evaluator.
- Level 3
  - Officials that are ranked at Level 3 have the skills and knowledge to referee basketball at the Varsity / Junior College level. In order to attain a rating at level 3, an official must attain a minimum of 86% on the CABO national exam and a minimum 86% on each of their two (2) on-court assessments from 2 different provincial evaluators.
- Level 4
  - Officials that are ranked at Level 4 are officials that have achieved a level 3 certification and have a minimum 5 years officiating experience. In order to attain a rating at level 4, an official must attain a minimum of 86% on the CABO national exam and a minimum 86% on each of their two (2) on-court assessments from 2 different national evaluators.
- Level 5
  - Only officials with their International (FIBA) officiating license shall be rated at Level 5

Additional information regarding the National Certification Program can be found on the ABOA website: <http://refalberta.ca/public/ncp.html>

### **Annual Ranking Procedure**

The CBOA has implemented the ranking system as outlined in the National Officials Certification Program above. CBOA member rankings are reviewed annually as per the CBOA Constitution and/or by request of an individual member.

## **Pre and Post Game Information**

### **Uniforms**

As officials we need to be professional and looking the part is the essential first step. It is important to have clean well kept attire to present a confident image on the floor. CBOA uniforms consist of the following:

- Black Fox 40 Whistle [Classic]
- Striped official jersey
- Black Slacks, socks and shoes
- Black CABO Jacket [not mandatory]

Uniforms need to be worn for all levels of games. During spring and summer games, black shorts may be substituted for pants if both partners are wearing the same.

It is expected that watches and other jewelry be removed prior to refereeing a game.

Uniform supplies can be acquired at:

- Honigs Whistle Stop - [www.honigs-canada.com](http://www.honigs-canada.com)
- The Officials Choice - [www.theofficialschoice.com](http://www.theofficialschoice.com)

### **Locations**

It is the responsibility of each individual to know the location of all of his/her assignments. A complete list of game sites is available through the Arbiter.

### **Game Fees**

Games fees for the 2011-12 season are as follows:

- Senior men, senior women, high school, club teams, Filipino league: \$42
- ASAA Provincials: \$43
- ACAC men and women: league \$75, playoffs \$85
- CIS men and women: league \$100, playoff \$110

### **Payment for Games Officiated**

- Pay nights: there are three pay nights each year. They occur at the September, January, and May meetings. Any cheque that is not picked up on these nights is then mailed to the official at the earliest opportunity.

- Deductions: a deduction of 11% is taken on each cheque, and breaks down as follows:
  - 6.5% goes to the Assignor for his fee
  - 1% goes to the Treasurer for their fee
  - 3.5% is used for operating expenses (things such as food at meetings, space rental for clinics, awards, etc.)
- There are also regular deductions taken during the year, such as the ABOA Membership Fee, which goes to the ABOA on each officials' behalf, as well as things such as fines, any clothing purchased, and anything else that is set up to be deducted from officials' cheques (such as tickets to Awards night).
  
- Advances: as well, under special circumstances, advances can be issued during the year. Advances are calculated as follows:
  - game fees already earned
  - 11% deduction
  - any other fees/deductions
  - holdback (\$50-\$100)

### **Honouraria**

Members who sit on the CBOA Executive are paid an honorarium as follows:

- President                 \$500
- Past President         \$250
- Vice-President         \$250
- Treasurer               \$250
- Education Chair       \$250
- Evaluation Chair       \$250
- Secretary               \$500
- Member at Large       \$250
- Webmaster               \$400

### **Arrival Times**

Officials are expected to arrive well before your game for all your assignments. This not only lets your partner know that he/she is not alone but also facilitates a good warm-up and pre-game. CBOA has set the following standard arrival times:

- Senior men and women: 10 to 15 minutes
- High School: 30 minutes
- College and university: 60 minutes

If you must be late, contact your partner in advance. All late arrivals should be reported to the Commissioner. Officials may be subject to the following fines:

- Late for game: the fine is one-half the game fee

### **Partner No Show**

If your partner appears to be a no-show, try to contact them by cell phone. If you are unable to reach your partner, you should contact the Commissioner immediately – do not wait until tip-off time. Officials may be subject to the following fines for a no show:

- First occurrence: the fine is the assignment fee
- Second occurrence: the fine is twice the assignment fee

### **Rules of Play**

All games played in Alberta follow the FIBA Rules of Basketball. These rules can be downloaded from the FIBA website <http://www.fiba.com>. Check the CBOA website for modifications for each of the individual leagues serviced by CBOA.

### **Expulsions**

It is very important that members follow proper procedures after ejecting a player or coach. At the game site, fill out the report mandated by the league. If no game report is available, use the back of the score sheet. Make your report as comprehensive as possible. A report of the incident should also be made to the CBOA Vice President in a clear, concise and comprehensive manner, with a copy to the Commissioner. Members not following the procedures related to ejections shall not be paid for the game in question. Special procedures for individual leagues shall be addressed at clinics and/or general meetings and/or in CBOA publications.

### **Technical Fouls**

It is not necessary to report technical fouls to your executive unless it involved an ejection. See Expulsions for details on reporting such items. All technical fouls for senior games must be recorded on the game score sheet using the CSMBA number system.

## CODE OF CONDUCT

The role of the official does not begin and end with entry onto and exit from the basketball court. We have an obligation to the game of basketball, our peers and ourselves to conduct ourselves in a certain manner at all times.

I will

- not make any remarks that would cause the reputation of the CBOA or ABOA any damage;
- put forth my best effort in each game, regardless of the level;
- always show respect for the rights and privileges of the players, coaches and fans;
- study and continue to improve my knowledge of the rules for each league that I officiate;
- be unquestionably impartial and always represent myself and the rules of the game as fairly and as accurately as possible;
- represent myself as professionally as possible in physical appearance and conditioning;
- understand that the use of alcohol and illegal drugs is totally unacceptable on game days before the games;
- be respectful and supportive of my peers on and off the court whether an official, spectator, player or coach;
- accept the fact that I will make mistakes. I will do all that I can to prevent this learning process from frustrating me, or affect my performance and professionalism;
- do all that I can contribute to the growth of the CBOA and its officials through support, encouragement and a positive attitude.
- respect constructive feedback received from the evaluation committee and commissioner;
- work with the evaluation committee and the commissioner to maintain a mutually accepted rating level;
- not solicit or accept games from any coach, league, or league representative without CBOA clearance;
- not accept games from outside CBOA /ABOA approved source that will interfere with my CBOA assignments.
- not use the Arbiter contact information for personal financial gain. The information in Arbiter is for the sole use of the CBOA membership relating to the services provided by the CBOA.

Membership in the CBOA indicates acceptance of this code of conduct. Breach of this code of conduct is cause for disciplinary action with the understanding that such action will be performed with the same level of respect and dignity that is implied within the code. It is understood that officials are people too, and they are subject to the same emotional and physical influences as anyone. The fact that we are paid for our expertise while officiating leads to the understanding that we must do all that we can to not allow these influences to diminish the level of conduct anticipated and expressed in the above code of conduct.