

BROWARD COUNTY  
BASKETBALL OFFICIALS ASSOCIATION

# GUIDELINES



# **BROWARD COUNTY BASKETBALL OFFICIALS ASSOCIATION**

## **QUALIFICATIONS AND GUIDELINES**

Adopted June 2017

### **1. GENERAL REQUIREMENTS**

1. Must comply with all Florida High School Athletic Association, (hereinafter named FHSAA), requirements, guidelines, policies and FHSAA Officials Guidebook.
2. Must comply with all Broward County Athletic Association, (hereinafter named BCAA), requirements, guidelines, and policies and procedures.
3. Must comply with Broward County Basketball Officials Association, (hereinafter named BCBOA), Constitution, By-Laws, Guidelines, requirements, policies and procedures.

### **2. REGISTRATION REQUIREMENTS**

1. Register with the FHSAA online at [www.FHSAA.org](http://www.FHSAA.org) , by the required deadline set by the FHSAA (Registration Fee is determined by the FHSAA). Transfer officials must submit acceptable verification of prior officiating to the FHSAA.
2. BCBOA Registration Dates and Fees:
  1. Returning Official Registration Fee is \$45.00, through 08/29/2017.
  2. Returning Official Registration Fee after 08/29/2017 and through 10/2/2017.is \$100.00.
  3. Returning Official Registration Fee after 10/2/2017 and through the FHSAA registration deadline is \$250.00.
  4. Transfer Official Registration Fee is \$55.00. Transfer officials must provide to the BCBOA acceptable verification that he/she is currently registered with a state sanctioned or collegiate association.
  5. New Official Registration Fee is \$55.00.
  6. No registration with the BCBOA will be accepted after the FHSAA registration deadline.

Note: transfer and new officials may register with the BCBOA through the FHSAA registration deadline published by the FHSAA at <http://www.fhsaa.org/sports/officials>.

3. Register with the BCAA (BCAA application is located on the BCBOA website). BCAA verification of registration is required.

### **3. SECURITY CLEARANCE**

1. Must successfully pass a Broward County background check. Background check must be conducted by Broward County School District's vendor. Exception to a background check by Broward County School's District's vendor may be granted if an official is currently employed by a federal, state or local law enforcement agency. If so, the necessary documents for clearance must be provided to the Broward

County School District Police Department.

2. Fee(s) associated for background check is determined by the Broward County Schools.

#### 4. TRANSFERRING OFFICIALS

1. Transfer officials must adhere to the requirements in the BCBOA Guidelines Section 1 General Requirements; Section 2. Registration Requirements; and Section 3. Security Clearance when initially registering to become an official with the BCBOA. Transfer officials will also be required to adhere to Section 5 Attendance of the BCBOA Guidelines upon BCBOA registration.
2. Transfer officials will be given an opportunity to be observed in a game situation by a BCBOA Evaluation Committee assigned evaluator(s).

#### 5. ATTENDANCE

1. Members must meet mandatory BCBOA Training Sessions requirements, as specified in the BCBOA Training Sessions Schedule. Members who fail to meet their training session requirements will be ineligible for assignments for four (4) weeks and subject to fines.
2. Members must attend either the August or October General Membership meeting to be eligible for any post season assignments including Districts and State Series contests. Members are also subject to penalties as specified in Section 10.
3. Members must attend at least one (1) BCBOA three-man Mechanics Clinic or a FHSAA State Field Clinic in the Summer or Fall immediately prior to the current season in order to officiate three-man assignments and be eligible for the FHSAA playoff crew list.
4. Any returning member failing to register before or on August 29, 2017, will not be eligible to officiate games during the first two weeks of the regular season.
5. Dates of BCBOA meetings, training sessions, camps, and clinics are determined by the BCBOA Executive Board.

#### 6. VARSITY LEVEL OFFICIALS

1. Varsity Officials must maintain a BCBOA Ranking of 100-250 and must meet FHSAA qualification requirements to be eligible to officiate varsity contests.
2. Varsity Officials must meet BCBOA and FHSAA qualification requirements to be eligible to officiate three-man varsity contests.

#### 7. UNIFORM

1. The mandatory required uniform for all BCBOA officiated contests are:
  1. Shirt - FHSAA mandated striped gray shirt with embroidered "FHSAA" on the right sleeve

and FHSAA insignia on the left sleeve, and American Flag 3"x2" on back at the neck line or FHSAA approved black and white striped shirt. All crew members must wear the same style shirt.

2. Pants - Black pleated slacks without belt loops.

3. Shoes – Shined solid black (flat or patent leather) tennis shoes with black shoelaces if applicable.

4. Socks – Black (area exposed outside of the tennis shoe).

5. Jacket – BCBOA logo black jacket.

6. Whistle – Black Fox 40, except for authorized FHSAA and BCBOA optional memorial or special events.

7. Uniform shall be clean and well kept.

2. See reference pictures of the required uniform on the BCBOA website.

3. For all FHSAA contests, the required black jacket shall be removed from the visual confines of the playing area at the conclusion of the first half of play and shall not be returned to the visual confines per BCAA mandate.

4. For all FHSAA contests, all personal items carried into the game site shall be removed from the visual confines of the playing area before 15 minutes prior to opening tip, and shall not be returned to the visual confines.

Sub-Sections 7.3 and 7.4 do not apply to Middle School Athletic Association (MSAA).

## 8. BOOKING COMMISSIONER

1. The Booking Commissioner(s), hereinafter named BC, of the BCBOA will assign members to officiate all FHSAA sanctioned interscholastic games that are to be officiated by the BCBOA.

2. Game assignments and confirmation of game change must be received from the Booking Commissioner Authorization from BC may be by phone call, message or text, by email, or by assignment software "Arbiter Sports".

## 9. GAME TIME ARRIVAL & PROCEDURES

Varsity and JV

1. Varsity and JV Officials shall hold a pre-game conference.
2. Officials are required to arrive at the pregame conference at least thirty (30) minutes prior to scheduled game time.
3. Officials shall notify their partner(s) if they will arrive at the pregame conference later than thirty (30) minutes prior to scheduled game time.
4. Officials are required to contact their missing partner(s) if they have not heard from their partner(s) by thirty (30) minutes prior to scheduled game time.
5. If, by fifteen (15) minutes prior to scheduled game time, you have not heard from and cannot make contact with your partner(s), and have not been previously assured of their on-time arrival, then you must immediately notify the BC or Assistant BC by phone call or text.
6. Officials should request a secure dressing facility for pre-game, intermission and post-game, and for securing personal items. If a school does not provide a secure location for officials, it should be noted on Arbiter Sports for that game assignment, or the BC should be contacted after the contest.
7. If a contest assignment is part of a tournament, exhibition, or multi-game event, and a scheduled official is not at courtside opposite table by 14:59 prior to tip, and has not been in contact with his/her partner(s), then a substitute official designated by the BC shall assume game responsibility. Officials from a preceding game must remain at the game site until a substitute official has been designated by the BC or Assistant BC. All officials shall maintain a professional code of conduct in this situation.
8. Varsity games shall not be started with one official, per FHSAA Guidelines.

#### MSAA (Middle School)

9. Officials are required to arrive courtside at least fifteen (15) minutes prior to scheduled game time.
10. Officials shall notify their partner if they will arrive on site later than twenty (20) minutes prior to scheduled game time.
11. Officials are required to contact their missing partner if they have not heard from their partner by twenty (20) minutes prior to scheduled game time.
12. If, by fifteen (15) minutes prior to scheduled game time you have not heard from and cannot make contact with your partner(s), and/or have not been provided assurance of their on-time arrival, then you must immediately notify the BC by telephone call or text.

#### All Officials

13. On game day, if you know that you will not arrive by scheduled game time then you must notify the BC by phone call or text at least thirty (30) minutes prior to scheduled game time.

14. Official shall be required to complete in a timely manner necessary documentation associated with ejection, and provide information deemed necessary by the FHSAA, BCAA, BCBOA and/or BC.

## 10. VIOLATIONS AND PENALTIES

### 1. Accepting and/or Switching Assignment without Booking Commissioner Authorization

- BC authorization is always required.
- Request and/or authorization by Athletic Director, coach, principal or any other party is not sufficient.
- Members shall not accept any sanctioned FHSAA contest(s) from any non-sanctioned FHSAA Booking Commissioner.

Penalties for this violation are for your lifetime BCBOA membership. They do not reset each year. This violation and penalty(s) will remain part of member's permanent record.

#### Penalties

1<sup>st</sup> Offense - \$250.00 fine.

2<sup>nd</sup> Offense - Immediate 1 Year (365 days) Suspension.

3<sup>rd</sup> Offense - Immediate Permanent Expulsion from the BCBOA.

### 2. Late (Tardy)

- Varsity and JV Definition: Official arriving at the required pregame conference later than 30 minutes prior to scheduled game time, up to scheduled game time.
- Middle School Definition: Official arriving at courtside later than 15 minutes prior to scheduled game time, up to scheduled game time.

#### Penalties

1<sup>st</sup> Offense - \$25.00 Fine

2<sup>nd</sup> Offense - \$50.00 Fine

3<sup>rd</sup> Offense - \$100.00 Fine

4<sup>th</sup> and subsequent - \$250.00 Fine.

### 3. Failure to Appear

Definition: Official arriving on court later than scheduled game start time.

#### Penalties

1st Offense - \$50.00 Fine

2nd Offense - \$100.00 Fine

3rd Offense - \$250 Fine

4th Offense – Immediate 1 Year (365 days) Suspension

#### 4. No Show to an Assigned Contest

Definition: Member failing to arrive at assigned contest without notifying the BC by phone call or text at least 30 minutes before scheduled game time.

##### Penalties

- 1<sup>st</sup> Offense - \$100 Fine
- 2<sup>nd</sup> Offense - \$250 Fine
- 3<sup>rd</sup> Offense- Immediate 1 Year (365 days) Suspension
- 4<sup>th</sup> Offense - Permanent Expulsion

#### 5. Leaving Contest Early

Penalties for this violation are for your lifetime BCBOA membership. They do not reset each year. This violation and penalty(s) will remain part of member's permanent record.

##### Penalties

- 1<sup>st</sup> Offense - \$100 Fine
- 2<sup>nd</sup> Offense - \$250 Fine
- 3<sup>rd</sup> Offense- Immediate 1 Year (365 days) Suspension
- 4<sup>th</sup> Offense - Permanent Expulsion

#### 6. Failure to Notify Booking Commissioner

- Failure of assigned official to immediately notify the BC by phone call or text if by 15 minutes prior to scheduled game time you have not heard from and cannot make contact with your partner(s), and have not been previously assured of their on-time arrival.
- Failure of assigned official to report any assigned official late for pregame conference.
- Failure of assigned Referee (R) to notify BC of game tardiness / failure to appear / no show / leaving game early. The BC must be notified within one-half hour of the conclusion of your assigned game(s).

##### Penalties

- 1<sup>st</sup> Offense - \$25.00 Fine
- 2<sup>nd</sup> Offense - \$50.00 Fine
- 3<sup>rd</sup> Offense - \$150.00 Fine
- 4<sup>th</sup> and Subsequent Offenses - \$250.00 Fine

#### 7. Givebacks

Officials must follow Giveback procedures established by the Booking Commissioner.

##### Penalties

- 1<sup>st</sup> – 3<sup>rd</sup> Offense - Free
- 4<sup>th</sup> Offense - \$50.00 Fine

- 5<sup>th</sup> Offense - \$150.00 Fine
- 6<sup>th</sup> Offense - \$150.00 Fine and can be no higher than State Series Crew 6
- 7<sup>th</sup> and Subsequent Offenses - \$250.00

## 8. Uniform Violations

1. See BCBOA Guidelines Section 7 Uniform.

### Penalties

- 1<sup>st</sup> Offense - \$25.00 Fine
- 2<sup>nd</sup> Offense - \$50.00 Fine
- 3<sup>rd</sup> Offense - \$100.00 Fine
- 4<sup>th</sup> Offense - \$250.00 Fine
- 5<sup>th</sup> Offense – Immediate 1 Year (365 days) Suspension

## 9. Meeting Requirement

### Penalties

Offense - \$100.00 Fine

### NOTES: Penalties and Due Process (Appeals)

- Violations and penalties are not limited to BCBOA Guidelines Section 10.
- Penalties for BCBOA Guidelines Section 10 violations reset each year, except as specified.
- There is a procedure to appeal penalties. Members are afforded due process through BCBOA Section 11 Penalty Appeals Process. If you receive notification of a violation and pending penalty, you may appeal.
- The final disposition of all violations and penalties rests with the BCBOA Executive Board.

## 11. PENALTY APPEALS PROCESS (DUE PROCESS)

The following describes: (1) notification of pending penalty; (2) how and when to appeal; (3) the limits of the appeals process; and (4) how to stay in and return to good standing.

1. Member officials will be notified of a violation and pending penalty by written Notification of Violation and Penalty from the BCBOA Executive Board to the official's Arbiter email address. The notification will describe the specifics of the violation(s) and penalty/penalties. The official can then either (1) agree to accept the penalty/penalties (penalties will be imposed 48 hours after the Notification of Violation and Penalty to the official), or (2) may stay in good standing by stating his/her intention to appeal the penalty to the BCBOA Executive Board and also paying assessed fines.

Statement of intent to appeal must be made by email to BCBOA Executive Board within 48 hours of Notification of Violation and Penalty.

2. A hearing to consider the official's appeal must be scheduled and held by the Board within two weeks of receipt of the member's statement of intent to appeal, unless both the member and the Board agree to a different schedule. If a member desires to appeal further, he/she may do so, first to: (1) the Grievance Committee; pending



adjudication then to (2) the General membership; pending adjudication then to (3) the BCAA Director of Athletics. No further appeals past this stage will be accepted.

Member's statement of intent to further appeal must be made by email within 24 hours of each notification of denial of appeal.

The Grievance Committee, general membership, and Secretary for Athletics must respond in writing to the appeal within ten days of each one's receipt of the member's statement of intent to appeal, unless a different time frame is mutually agreed to by the member and the agency to which he/she has appealed.

Members may appeal any penalty imposed by the BCBOA Board to the Grievance Committee according to the procedures established by the Grievance Committee.

3. The member official will remain in good standing (may continue to work assigned contests and receive new assignments) while the official's appeal to the Board is considered and decided on by the Board. If the official subsequently appeal to the Grievance Committee, then he/she will remain in good standing only until that official's appeal is reviewed and tendered by the Grievance Committee and then considered and decided on by the Board.

In cases where the Board has assessed a fine, the member official shall pay the fine within the prescribed time period in order to remain in good standing.

If an appeal of a fine is upheld, then the fine shall be rescinded and monies promptly returned to the member.

In cases where the appeal(s) of a time penalty fail or are partially upheld, then the assessed time penalty shall take effect immediately and carry over into the member official's next season if it cannot be completely fulfilled in the current season. Current season is defined as the first date for Girls Basketball Tip-Off through the last date of the official's eligibility to be assigned games.

4. Once assessed, fines must be received by the Treasurer not later than seven (7) days after the fine is assessed by the Board.

Fines shall be paid by credit card, check, cash, or money order or cashier's check made out to BCBOA. An official who fails to pay a fine within the prescribed time period shall be ineligible to officiate any further contests until the fine is paid and the check clears.

An official who submits a check to BCBOA, which is then returned unpaid shall be assessed a returned check fee of \$45.00, and shall make good on the returned check. Once an official is assessed a return check charge that official must make all further payments to BCBOA in cash, by postal money order, or by cashier's check, or credit card.

5. A member who does not follow the above grievance procedure is to be considered not to be in good standing and shall be ineligible to work any further assignments.
6. Appellate opinions of the Grievance Committee, General Membership and/or Secretary of Athletics are opinions. The Executive Board has final say on all Disciplinary decisions and can accept, modify or deny any appellate opinion.

## 12. RECOMMENDATION COMMITTEE GUIDELINES

Minimum qualification and/or criteria for FHSAA State Series List:

1. Be in good-standing with the FHSAA and BCBOA.
2. Meet FHSAA Criteria for State Series Assignment:
  1. Official must be classified by the FHSAA as Rank 1 or Rank 2.
  2. Officials are not required to attend a FHSAA field clinic; but if attend a field clinic; that official should be given greater consideration than an official that has not attain a field clinic when determining state series list. .
3. Meet BCBOA Criteria and Guidelines for State Series Assignment:
  1. Official must have attended at least one (1) BCBOA three-man Mechanics Clinic prior to the current season.
  2. Members must attend either the August or October General Membership meeting.
  3. Official must maintain a BCBOA Ranking of 100-200 during the current season.
  4. Official must officiate a minimum of seven (7) BCBOA varsity level contests prior to December 20<sup>th</sup> of the current season.
4. Crew Placement Limitations:
  1. No member of the Recommendations Committee shall be on Crew 1 or Crew 2 of either Boys or Girls.
  2. No member can be on Crew 1 and/or Crew 2 of both Girls and Boys in the same season.
  3. If a member officiates a state series contest for three consecutive years, they can be no higher than crew 3 the following year for both Girls and Boys.
  4. Transfer Officials to the BCBOA cannot be on a crew higher than Crew 4 in the first year with the BCBOA.
  5. No member can be on a crew higher than Crew 5 if that member has received a suspension in the current season and/or had a suspension term carried

over from a previous season.

6. No member can be higher than Crew 6 if that member has more than five (5) givebacks.
7. If any member on a State Series Crew is removed from a crew by the FHSAA, That member cannot be on a crew higher than Crew 8 in the following year.
8. If any member on a State Series Crew gives back a regional assignment two (2) years consecutively, that member cannot be on any crew in the third year.