

BERKS COUNTY BASKETBALL OFFICIALS ASSOCIATION, INC.

ARTICLE 1 -- NAME:

- (a) This organization shall be known as the Berks County Chapter of PIAA Basketball Officials, hereinafter referred to as "BCBOA."

ARTICLE 2 -- THE OBJECTIVES OF THIS ORGANIZATION SHALL BE:

- (a) To unite all basketball officials certified by the PIAA exclusively members of The BCBOA, into one organization.
- (b) To maintain high standards in officiating athletic competition and to unify methods, rules and standards whenever possible, and to be constant with efficiency.
- (c) To foster and maintain a spirit of goodwill and cooperation among players, officials, coaches and school officials.
- (d) To protect officials regarding fees.

ARTICLE 3 -- MEMBERSHIP STATUS:

- (a) Membership in the BCBOA shall be limited to those who have been able to obtain
 1. Certification by the PIAA
- (b) Any person desiring membership shall:
 1. After receiving notification of acceptance by the PIAA, request membership by the BCBOA.
 2. Provide the Chapter Secretary with proof of notification from the PIAA that a passing grade was achieved.
 3. Pay initial BCBOA chapter dues within 30 days of affiliation.
 4. A person who has passed the PIAA examination and affiliates with the BCBOA and subsequently does not pay the appropriate dues will be recommended to the PIAA for suspension at the end of the sport season.
- (c) Any member of the BCBOA, after serving ten (10) years and being a member in good standing, shall be eligible to become a social member. Social membership shall include those officials who no longer wish to be affiliated with the PIAA. Any member who meets the above criteria must make written application to the Executive Committee for social membership. Social members must remain in good standing by paying

annual dues; however, they do not have to attend the properly prescribed number of meetings as determined by the By-Laws. Social members shall be entitled to all privileges of the organization with the exception of voting, running or holding office and participation in the internal evaluations.

- (d) An official may remain inactive for a period not to exceed two (2) seasons for such reasons as health, employment, etc. He/she shall, however, report his/her inactive status to his/her chapter Secretary and to the PIAA office, no later than December 1st. Such officials shall be compelled to pay dues but are not compelled to attend meetings. Officials on inactive status must not officiate PIAA basketball games. An official may not remain inactive longer than two (2) years.
- (e) Transfers - A member in good standing of the PIAA or any other state approved basketball association, who desires membership in the BCBOA must submit a complete written application to the BCBOA Secretary. A complete application to be considered must include the following:
1. Proof of membership in good standing in the PIAA
 2. Request for placement on the appropriate list/s (boys and/or girls Varsity and/or Junior Varsity) based on previous experience.
 3. Three letters of recommendation. Two letters shall be from former chapter officials and one letter shall be from a former Executive Committee/Board member.
 4. Copy of his/her previous year's schedule signed by the appropriate assignor(s).
 5. Payment of current year dues of the BCBOA or copy of written request to the previous PIAA or other state chapter to transfer dues to the BCBOA.
 6. Transfers who wish to be assigned to Category 1 or 2 on the boys and/or girls list will attend an on-court session to demonstrate competency. The Executive Committee will attend the on-court session and evaluate each transferee with regards to the appropriate placement on the above mentioned lists.

The date a complete written application is received is important and timeliness will be determined by the post-mark or date delivered to the BCBOA Secretary.

Applications received between April 1 and November 30:

1. Eligible for current season turn backs only. The determination of the level of turn backs (i.e. Boys and/or Girls Varsity and/or Junior Varsity) will be made by the BCBOA Executive Committee. This determination will be made in writing to the applicant by the Executive Committee within 60 days of the receipt of the completed

application. Ratings which may be received for these turn backs will not determine the following season list placement; however, they may be utilized by the Executive Committee to determine placement.

2. Eligible for placement on the Boys and/or Girls Varsity and/or Junior Varsity list for the following season. This decision will be made in writing to the applicant by the Executive Committee within 30 days from the April 1 - April 30 meeting.

Applications received between December 1 and March 31:

1. Will not be eligible for Varsity or Junior Varsity turn backs for that season.
2. Their application for placement on the Boys and/or Girls Varsity and/or Junior Varsity list will be considered by the Executive Committee upon at the end of the current season between April 1 and April 30 and a determination in writing communicated within 30 days. In all transfer requests, the highest placement would be at the bottom of the appropriate list. Determination of the subsequent year's status shall be based on subsequent year's ratings (No two-year guarantee), if appropriate, or as outlined above. The determination of the number of transfers and their placement shall rest with the Executive Committee.

(f) Injury Status, Inactive Status, Non-Working Status for Boys and/or Girls list:

1. BCBOA members must petition the BCBOA Secretary in writing of their request for injury status, inactive status or non-working status. Non-working status may be declared for the boys and/or the girl's lists. This petition is subject to approval of the BCBOA Executive Committee. Similarly, BCBOA members must petition the BCBOA Secretary in writing of their decision to be reinstated to "working status." After two years of inactive or non-working status, the placement of the petitioner shall be determined by the Executive Committee.
2. An official who petitions the BCBOA before the PIAA season for injury status, inactive status, or non-working status during the PIAA season and who does not work during the PIAA season shall have their numerical position on the applicable list/s guaranteed for one year.
3. An official who petitions the BCBOA for injury status, inactive status, or non-working status during the PIAA season and has worked less than 5 weeks may request that they not be a part of the evaluation process and their subsequent year's position on the applicable list/s will be based on their current season's position.

4. An official who petitions the BCBOA for injury status, inactive status, or non-working status during the PIAA season and has worked more than 5 weeks will be subject to the evaluation process and their subsequent year's position on the applicable list/s will be based on their current season's ratings.
5. An official, who misses more than one season but less than two seasons because of approved injury status, inactive status or non-working status, will be placed at the bottom of the appropriate list/s.

An official misses two or more full seasons because of approved injury status, inactive status, or non-working status, their placement shall be determined by the Executive Committee.

6. The Executive Committee will review and decide on all written requests for approval of injury status, inactive status or non-working status within fifteen (15) days of such written request.
7. The timeliness of an official's request for reinstatement from injury status, inactive status or non-working status is important as it pertains to receiving a schedule. Varsity officials requesting reinstatement before April 1 shall be considered eligible for placement on the appropriate list/s for the upcoming season and should receive the appropriate number of Initial Games Assigned (IGA) based on their position on the boys and/or girls lists. Varsity officials who request reinstatement after April 1 shall be eligible for turn backs only as the PIAA assignor has already begun to schedule varsity games for the upcoming season.
8. Notwithstanding any other provisions of the bylaws, any member of the BCBOA who misses part or the entire schedule for one or more seasons because of call up for active duty service in any branch of the military will not lose any placement privileges in their respective list/s. This statement is meant to comply with the Federal Law.

ARTICLE 4 -- DUES:

- (a) The dues of this organization shall be recommended annually by the Executive Committee and approved by the membership of the organization.
- (b) Dues for the following year are due and payable by the last meeting of the year. Members not paying their dues by this meeting shall be immediately considered members not in good standing under Section 11(F).
- (c) Dues shall be paid by all members of the chapter with the exception of the President, Interpreter, Secretary, Treasurer, Evaluation Committee

Chairman and members in active military service. Should the President, Interpreter, Secretary, and/or Treasurer have paid their dues prior to being elected, the amount of dues paid shall be refunded promptly.

ARTICLE 5 -- OFFICERS:

- (a) Effective with the 2015-16 season, the officers shall be President, Vice President, Secretary, Treasurer, and Interpreter.
- (b) The duties of the officers shall be:
 1. President - preside at all meetings, assure provision of all chapter communications to members without electronic access, appoint committees, prepare a fiscal year budget in conjunction with the Treasurer that is approved by the Executive Committee and present said budget to the membership by the fourth regularly scheduled meeting of the season, report Audit and Finance Committee's year end comparison of budget to the Executive Committee and BCBOA, define committee responsibilities subject to the approval of the Executive Committee and call special meeting/s as outlined in Article 9 Section (a).
 2. Vice President - take the place of President in case of absence. Serve as Chairperson of the Fact Finding Committee.
 3. Secretary-
 - a) Keep records of all meetings.
 - b) Take care of correspondence.
 - c) Read a copy of the minutes of the previous regular meeting and /or Executive Committee meeting at each meeting in which business is conducted.
 - d) Retain "serious incident reports" for three (3) years for participants that are 18 years of age or older, or for three (3) years from the eighteenth birthday of the participant, if he/ she is under 18 years of age.
 - e) Notify the PIAA of all chapter meeting.
 - f) Forward the appropriate files to the webmaster for up loading to the BCBOA website.
 4. Treasurer-
 - a) Take all collections and make timely deposits into the BCBOA accounts
 - b) Make a report of all disbursements at each meeting
 - c) Communicate in writing seven (7) days before the last scheduled chapter meeting with each chapter member who has not paid chapter dues.

- d) Assist the President in the preparation of the Fiscal Year budget
- e) Provide cash receipts for all members paying dues with cash
- f) Prepare and turn over financial report to the audit committee
- g) File the appropriate 990 tax form on time
- h) Forward the appropriate files to the webmaster for uploading to the BCBOA website.

5. Interpreter –

- a) Attend the annual rules interpretation meeting(s) conducted by the statewide interpreter
- b) Notify the Assistant Executive Director at a predetermined date as to the date, time and site of their local chapter's annual rules interpretation meeting
- c) Coordinate efforts with the chapter Secretary to communicate to all chapter members the date, time and site of the annual rules interpretation meeting
- d) Inform local chapter members of the dates, times and sites of other chapters' annual rules interpretation meetings in case a conflict of obligations should arise on behalf of any of the chapter members
- e) Record the names of persons from the local chapter who are absent from the annual rules interpretation meeting as well as list those names of persons from other chapters who are present at the annual rules interpretation meeting. The officials' attendance form along with the coaches' attendance form must be mailed to the PIAA Office no later than seven (7) days following the date of the rules interpretation meeting
- f) Preside over the rules interpretation portion at all BCBOA scheduled meetings
- g) Provide leadership and clinics for BCBOA members
- h) Attempt to clarify, through the PIAA established chain of command, any rule which he / she may feel requires attention

(c) The financial consideration for the compensated officers:

1. The Interpreter, Secretary, and the Treasurer shall receive a financial compensation each year as approved by the membership of the organization. This compensation shall be paid at the last meeting of the year.
2. All expenses of the Officers shall be paid by the BCBOA.

(d) The qualifications of the Interpreter are:

1. The Interpreter may be a working official.

2. The Interpreter shall not be permitted to coach PIAA basketball games.

ARTICLE 6 -- COMMITTEES:

- (a) There shall be an Executive Committee consisting of the five (5) elected officers, six (6) elected two year members-at-large, one (1) elected one year – member at-large, and for the following year the immediate past president of the organization.
- (b) The Executive Committee shall handle all business of the association occurring between scheduled meetings or any special meeting of the association. The Executive Committee shall function as the Fact Finding Committee. The Executive Committee is empowered to act for the membership in all areas specifically outlined in the Bylaws or Policy Addendum. It is understood that the Executive Committee is subordinate to the membership and should make every effort to schedule matters of importance at the regularly scheduled chapter meetings or if necessary, recommend to the President that a special meeting of the association be called. An Executive Committee member may request an Executive Committee meeting on any pertinent BCBOA topic. The President will query the remainder of the Committee and a majority vote of the Committee will determine if a meeting is to be convened.
- (c) At the first meeting of the association after the annual election, the President shall appoint the following standing committees, each consisting of at least three (3) members:
 1. Auditing and Finance
 2. Evaluation
 3. By-Laws
 4. Banquet
 5. Nomination/Election
 6. Membership

The President shall also be empowered to appoint such other committees from time to time as he/she may consider necessary for the proper conduct of the affairs of the association. The Executive Committee shall have general supervision over all committees. The Banquet Committee shall be responsible for establishing the criteria for all awards presented by the BCBOA at the banquet and any necessary voting process for these awards. The Auditing and Finance Committee shall be responsible to prepare an audit of the previous fiscal year and compare those results to the BCBOA budget for that period. The results of the audit and budget comparison shall be forwarded to the President and the Executive Committee by September 1.

ARTICLE 7 -- QUORUM:

- (a) A quorum shall consist of the active members present at any given meeting.
- (b) A majority shall be one vote more than one-half of the number of members present, unless otherwise stated.

ARTICLE 8 -- ELECTION OF OFFICERS, EXECUTIVE COMMITTEE, VACANCIES, TERMS OF OFFICE, AND SUCCESSION:

- (a) Candidates for office shall be nominated during the two meetings before the final meeting of the year.
- (b) Candidates may run for only one position during the election year.
- (c) Nominations will be closed after the next to last meeting.
- (d) Ballots will be mailed to all members in good standing with the exception of social members within seven (7) days after nominations are closed.
- (e) Only ballots received by the Committee in the mail prior to the meeting will be counted.
- (f) Election Committee will meet one (1) hour prior to the start of the last scheduled meeting to count the signed ballots. Results of the elections will be announced during the last scheduled meeting. All ballots will be counted independently by the Committee Chair and at least one other committee member, and these individuals shall attest to the ballot count and sign a statement to that affect and present to the Secretary. Ballots shall be retained by the Committee Chair for two weeks and unless the balloting is contested, they shall be destroyed.
- (g) It is recommended that there shall be at least two (2) nominees for the office of the President, Vice President, Secretary, Treasurer, and Interpreter.
- (h) The term of office for the President, Vice President, Secretary, Treasurer, and Interpreter shall be one (1) year.
 - 1. The office of Secretary and Treasurer shall receive a financial compensation each year as approved by the membership of the organization.
- (i) The term of office for the six (6) elected members-at-large of the Executive Committee shall be two (2) years. Three (3) members shall be elected each year.

- (j) Commencing for the 2006-2007 season and every season thereafter, there shall be one additional Executive Committee position established for BCBOA members who have been active for more than 3 years but less than 5 years on the date of the election. This position shall be for a 1 year term. If no eligible member is elected, the position shall go unfilled for that election year.
- (k) Nominees must be BCBOA members in good standing.
- (l) In case of tied votes, new ballots with the names of the tied nominees shall be cast.
- (m) Newly elected officers shall assume their post after May 1st. Outgoing officers are required to properly arrange for the transfer of all chapter records by that time.
- (n) Vacancies and succession.
 1. Executive Committee Vacancies not Officers: Any vacancy caused by any reason of Executive Committee member(s) occurring between annual elections shall be filled, if deemed necessary by the Executive Committee, by a special election. This special election shall be held at the next regular meeting, unless the Executive Committee determines that a special meeting be called to hold such special election, and a vote by a paper ballot shall be taken at that meeting upon the closing of nominations unless only one candidate would be nominated. If the Executive Committee deems that the position should not be filled, it shall remain vacant for the balance of that election year.
 2. Executive Committee Vacancies for Officers: Any vacancy of the Office of President for any reason occurring between annual elections shall be filled forthwith by the Vice President. If the Vice President would be unwilling or unable to accept the office of the President, they the Executive Committee shall determine if a special meeting should be held or the next regular meeting is acceptable to accept the nominations. The voting by paper ballot shall be held at that meeting upon the closing of nominations unless only one candidate would be nominated. Should the Vice President fill the vacancy of the President or a Vice Presidential vacancy occur, the Executive Committee shall require a special election at the next regularly scheduled meeting, unless the Executive Committee shall deem it necessary to call a special meeting to hold such special election. Such election when held shall be at that meeting to accept nominations at that meeting and a vote by paper ballot shall be held upon closing of nominations at that meeting, unless only one candidate would be nominated. Filling the vacancy of the Secretary, Treasurer, and Interpreter shall be held at the next regularly scheduled meeting unless the Executive Committee deems a special

meeting be held to fill the vacancy and at that meeting nominations shall be open for the vacant position and a paper ballot shall be taken upon the closing of nominations unless only one candidate shall be nominated. Every effort should be made to timely communicate with the membership regarding special election(s) to be held at the regularly scheduled meeting date or a special meeting called to conduct such business. If the Executive Committee deems that it is imperative to have the position of Vice President, Secretary, Treasurer, or Interpreter filled on a temporary basis until such election could be held, then the President, if the position is filled, with the advice of the Executive Committee shall be empowered to fill the position by a non Officer and non-Executive Committee member until such election shall be help.

3. In the event circumstances warrant the succession of Officers, that succession shall be President, Vice President, Secretary, Treasurer, and Interpreter.

ARTICLE 9 -- ATTENDANCE:

- (a) The President and the Executive Committee shall be responsible for establishment and publication of meeting dates for the chapter. The President with the approval of the Executive Committee can call a special meeting of the general membership to consider issues of urgency and importance that fall between regular schedule chapter meetings. Every effort shall be made to give every member at least five (5) days notice of the meeting date, time and place.
- (b) Eligibility for maintaining membership in the BCBOA shall depend upon an actual attendance at Chapter meetings as required by the PIAA bylaws which is attendance at a minimum of six (6) meetings, not including annual interpretation meeting. Members can only receive 3 meeting credits (per the PIAA by laws) before the start of the regular season, no matter how many meetings a member attends.
- (c) Any official without the required six (6) meetings must submit his/her reason for absence, in writing, to the Secretary. One excuse must be submitted for each meeting the member did not attend, i.e. a member who has attended only five (5) meetings, must submit an excuse for each meeting date other than the meetings which were attended or credited. No excuse or appeal will be accepted seventy-two (72) hours after the last chapter meeting; i.e., the election meeting for the year. The Fact Finding Committee will rule on the validity of all excuses. The Secretary will then communicate, in writing, to the PIAA Executive Director, the names of officials, who have not attended six chapter meetings and have not submitted accepted excuses for absences.
- (d) Officiating PIAA contests will not be considered as a valid excuse,

providing the official submits to the chapter Secretary his/her working assignment.

- (e) No meeting credit will be given to any member who enters a chapter meeting ten (10) minutes after the meeting is called to order.
- (f) BCBOA Members who participate in the chapter sponsored on-court session/s as a clinician or as an active participant will not receive a meeting credit.

ARTICLE 10 -- CONDUCT OF MEMBERS:

- (a) Conduct:
 - 1. All members shall conduct themselves at all times engaged in Officiating duties and officiating-related duties in a manner becoming to an official.
 - 2. All alleged unprofessional conduct by a BCBOA member must be in writing and forwarded to the BCBOA President or Secretary for referral to the Fact Finding Committee for hearing and recommendation.
- (b) Members in Good Standing – A BCBOA member to be qualified as a member in good standing shall include but not be limited to the following:
 - 1. Pay dues as outlined in Bylaws or Policy Addendum by the last regularly scheduled meeting date of the respective basketball season.
 - 2. Attend the requisite meeting(s) required by the PIAA including the Annual Interpretation meeting. Members attending meeting of state association(s) other than the BCBOA and wishing such meeting to be credited meeting to this meeting requirement shall provide written evidence of such meeting(s) attended by the last regularly scheduled meeting date of the BCBOA for the basketball season.
 - 3. File “serious incident reports” with as many witness statements as possible to the BCBOA Secretary within fifteen days (15) of the incident. A “serious incident” shall be defined as an event where there is more than a remote possibility of a cause of action being filed against the official(s), the BCBOA, or the PIAA.
 - 4. Conduct themselves in a manner becoming an official as outlined in the Conduct of Members Article
 - 5. File the required PIAA disqualification form within 24 hours to the PIAA, BCIAA Assignor, and BCIAA Executive Director.
- (c) Members not in good standing shall not be eligible for any BCBOA privileges including but not limited to attendance at the BCBOA Banquet at the expense of the chapter.

ARTICLE 11 --DISCIPLINE OF MEMBERS:

(a) Grounds for Fact Finding:

1. For failure to comply with established authority or regulation of the Association or delinquency in payment of authorized charges, fines, penalties or assessments, or for any other conduct conclusively established to be contrary to the best interest of basketball, a member may be subject to a Fact Finding hearing.

- (b) Upon receipt of a professional level complaint in writing by the chair of the Fact Finding Committee, he/she shall call a meeting of the Committee at the earliest possible date to make a determination if the complaint has merit. The committee will accept written statements and/or in person testimony from both parties and any witness. If testimony is presented in person, the committee members shall be permitted to ask questions. Testimony will be given in front of Committee members only. The Committee will review all testimony and statements received by the meeting date and render a disposition by majority vote. The decision will be communicated to both parties (plaintiff and defendant) within five days in writing. The decision of the Fact Finding Committee will include a decision of no merit or a recommendation to forward all material to the appropriate District III officials' representative for their adjudication.

(c) Record Keeping:

1. The Fact Finding Committee shall retain all records and proceedings concerning the allegation of members. This is to ensure that a complete record will be available. At the conclusion of each season the Chairperson of the Fact Finding Committee should turn over all records of the activity of the Committee to the Secretary, who shall be responsible to retain the information for a period of five (5) years.

ARTICLE 12 -- BILLS AGAINST THE ORGANIZATION:

- (a) All checks for payment of bills in the amount of 500 hundred dollars (\$500.00) or less must be signed either by the Treasurer or the President.
- (b) All checks for payment of bills in excess of five hundred dollars (\$500.00) must be signed by both the President and the Treasurer.

ARTICLE 13 -- POWER TO LOAN MONEY:

- (a) The association shall not have the power to lend its funds to any of its

members.

- (b) The association may advance money to committees if approved by the Executive Committee.

ARTICLE 14 -- RULES OF THE ASSOCIATION:

- (a) Meetings shall be conducted according to parliamentary procedure according to Roberts Rules of Order Revised.
- (b) The final interpretation of any article or section of the Constitution and By- Laws of the association shall rest with the Executive Committee.

ARTICLE 15 -- AMENDMENTS:

- (a) Revisions or amendments to the Constitution and By-Laws may be made by the By-laws Committee or five (5) or more members of the BCBOA in writing. The proposed amendments shall then be read at the next scheduled regular meeting of the BCBOA. Final action shall follow at the subsequent meeting, and at least two-thirds (2/3) of the members in good standing, present is necessary for the adoption of the revision or amendment.
- (b) All amendments to the Constitution that are in conflict with the PIAA Constitution or PIAA Constitutional Provisions shall be void.

ARTICLE 16 -- STATUS OF MEMBERS:

- (a) All members of the BCBOA are independent contractors in their officiating capacities and not employees of the BCBOA or of any officer of the BCBOA, or of any other person or entity for whom members work as officials. All members of the BCBOA recognize this status and understand that neither the BCBOA, nor its officers are employers, and therefore the members may not collect worker's compensation from the BCBOA or any other person or entity for injuries sustained while officiating.

ARTICLE 17 -- ASSOCIATION DISSOLUTION:

- (a) In the event that the BCBOA should cease to exist for any reason other than that of name change, all equipment belonging to the association shall be sold and the proceeds added to the BCBOA account.
- (b) All funds belonging to the association, after all obligations have been met, shall be donated to a local charity. The exact allocation and distribution of these funds shall be the responsibility of the BCBOA officers and Executive Committee at the time of the dissolution.

ARTICLE 18 – NON-DISCRIMINATION:

- (a) It is the policy of the BCBOA not to discriminate against any chapter member on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap as outlined in the policies, constitution and bylaws of the PIAA.

ARTICLE 19 – FISCAL YEAR:

- (a) Unless changed with the Department of Treasury, Internal Revenue Service (IRS), all financial reporting by the BCBOA shall be on an August 1 to July 31 Fiscal Year period.

POLICY ADDENDUM

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Amendments to the "Policy Addendum" may be made by motion practice

SCHEDULE OF REMUNERATION

| | | |
|----|-------------|-------|
| 1 | Secretary | \$200 |
| 2 | Treasurer | \$200 |
| 3. | Interpreter | \$500 |
| 4. | Web Master | \$400 |

Dues Structure

Dues shall be \$50.00 for members with electronic access and \$65.00 for members without electronic access. If dues are paid by the last meeting of December each season, the respective dues shall be decreased by \$15.00. If not paid by the last meeting of the season, the respective dues shall be increased by \$30.00. Members with electronic access must make their email address available to the BCBOA and BCIAA Assignor and be able to directly and not through a third party receive both email messages and their game schedules.

Members of the BCBOA who have elected Social Member status shall pay dues at the rate of 50% of the dues structure by the due dates as outlined in the Policy Addendum.

If any official affiliates with the BCBOA for the first time before January 1 of any season, their dues for the current season shall be \$50.00 or \$65.00 as outlined above. Additionally, if this official pays dues for the following season within thirty (30) days of their BCBOA affiliation, they shall be paid as if paid by the last meeting of December.

If any official affiliates with the BCBOA for the first time on or after January 1 of any season, their dues for the current season shall be 0% of the dues structure. Additionally, if this official pays dues for the following season within thirty (30) days of their BCBOA affiliation, they shall be paid as if paid by the last meeting of December.

Inactive members are required to pay dues by the due dates as outlined above. Members who resign by September 1 of any season shall be entitled to a refund of dues paid for that season. Under no circumstances shall a suspended member be entitled to a refund of dues.

Revised October, 2009
Revised November 19, 2011
Revised January 24, 2013

BCBOA POLICY ON TIMELY ARRIVAL

It is the policy of the BCBOA, Inc. to provide quality officiating service to the schools that we service. In order that school officials including Athletic Directors and/or Coaches not be burdened with the concern of late arrival of officials, the following guidelines are established for timely arrivals at the game site:

- Boys/Girls Varsity - Report for duty at least sixty minutes before the time of the game.
- Boys/Girls Junior Varsity - Report for duty at least thirty minutes before the time of the game.
- Boys/Girls Junior High - Report for duty at least ten minutes before the time of the game.

Please Note: It is strongly recommended that the Varsity Officials arrive at the game site prior to one hour before the scheduled starting time to observe their fellow officials in the Junior Varsity contest. The above time standards are a **minimum** especially in the area of Varsity contests since these contests may be started prior to their scheduled starting time.

The overall goal of this policy is the creation of a balance between the demands for our services, our ability to meet our commitments in a quality manner, along with the availability of adequate changing facilities for the game officials. We encourage our members to not “come dressed” and to shower after the game/s if facilities are available for this purpose.

The BCBOA also encourages open communication between the officials and the schools, which we service should the official arrive after the time standard set above. The responsibility for initiating this communication should rest with the game official. If the school representative finds the reason/s offered to be unacceptable, a professional level complaint in writing to the BCBOA, Inc. Secretary is in order.

Approved by the BCBOA membership 3/11/1990
Revised January 24, 2013

BCBOA CHAPTER OBSERVER/S

Philosophy: The observer position(s) is/are created for the purpose of improving the quality of officiating within the BCBOA through observation and feedback.

Qualifications: Individual/s must be a Non-Active PIAA official and shall have officiated for at least 15 years with at least 10 years of varsity experience. The observer(s) shall not be an active coach with any of the Berks County Schools that we service.

Duties: At least twenty (20) nights of observations are expected. Observations shall start with the opening of the high school season and end with the county playoffs. The observer shall provide a written observation (personally presented or mailed) for each official observed. The observer/s must attend the annual interpretation meeting, clinic for new officials and 2 or 3 chapter meetings.

Selection Process: Applicants shall make written application to the BCBOA through its Secretary. The Executive Committee shall make a recommendation to the chapter for final approval. (Majority vote required)

Term: The observer position shall be for a one-year period. Thereafter, the individual observer(s) shall be continued in the position if the incumbent observer(s) desire to continue in the position and have performed satisfactorily in the previous season as determined by the Executive Committee.

Authority Level: Observer(s) shall report to the Executive Committee.

Compensation: Each individual holding the position shall receive \$250 plus documented mileage expenses at the IRS standard rate plus documented postage expenses. This compensation shall be paid if at least twenty (20) nights of observations are performed. Should less than 20 nights of observations be performed, the \$250 compensation shall be prorated. All said compensation shall be paid upon completion of the regular season and submission of documented observations to the Treasurer.

Forms: The evaluation form, the "log" form, and application form shall be developed by the Chapter Interpreter.

Other Issues: The maximum number of individuals serving in the observer position for any season shall be three (3).

BCBOA RATING PROCESS

1. There will be a uniform system for rating officials, conducted within the Arbiter System, for both boys' and girls' games at the Varsity and Junior Varsity levels of in-chapter officials by in-chapter officials for BCIAA scheduled games, including all county playoff games, assigned by the BCIAA Assignor.
2. (Games Worked) Officials must work five (5) or more games in each gender at each level for the rating to be part of the rating process for that gender.
3. (Varsity Coaches' and JV Coaches' Ratings) The two rating criteria to be used to evaluate officials on the rating form of the Coaches for BCIAA Varsity and JV games are: Professionalism and Performance.
4. (Varsity Officials' and JV Officials' Ratings) The five rating criteria that will be used to evaluate in-chapter officials on the rating form are: Physical, Rules, Mechanics, Professionalism, and Performance. The rating scale will be from 1 to 10 (with 6 being Acceptable). Any official, who rates an official with a score of "6" or lower, must write an appropriate game specific basketball related comment that is constructive in nature for the rating to be considered. If no explanation is provided, that entire rating shall not be included in any rating computation or requirement.
5. JV Officials who have an opportunity to work a Varsity game are permitted to rate their partner(s) for that game.
6. At the end of the season, the results of the evaluation process will be used to construct the Boys and Girls Varsity and Boys and Girls JV lists for the succeeding season.

The following percentages make up the official's overall rating:

Varsity: 50% Coaches Game by Game Evaluation, 50% Officials Game by Game Evaluation. These ratings will be compiled by the Arbiter Evaluation system and at the end of season the Evaluation Committee/Chairperson will print out the ratings and submit a report at the end of the season.

Junior Varsity: 50% JV Coaches Game by Game Evaluation, 50% JV Officials Game by Game Evaluation. These ratings will be compiled by the Arbiter Evaluation system and at the end of season the Evaluation Committee/Chairperson will print out the ratings and submit a report at the end of the season.

Only 3 ratings from the same partner (the highest 3 ratings if more than 3 are available), in each gender and category, will be used for the officials overall rating calculation.

7. The final Varsity results compiled by the Arbiter Evaluation System of the Coaches and Officials Boys and Girls Game-by-Game ratings, and the final JV results compiled by the Arbiter Evaluation System of the JV Coaches and JV Officials Boys and Girls Game-by-Game ratings, will be printed out by the Evaluation Committee/Chairperson to compile final results and submit a report to the Executive Committee. Using the reports submitted by the Evaluation Committee, the Executive Committee will construct the Boys and Girls Varsity and JV lists for the upcoming season.
8. The Executive Committee will construct the following categories based on the evaluation process:

Boys:

Category 1 – Varsity

Category 2 – Junior Varsity

Category 3 – Junior High

Girls:

Category 1 – Varsity

Category 2 – Junior Varsity

Category 3 – Junior High

9. Varsity List The top four Category 2 officials based on the results of the evaluation process in each gender list and meeting the requirements of item #21 in this Addendum, will be offered the opportunity to be elevated to the category 1 list. Should any decline Category 1 status, the next highest rated official(s) who meet the criteria will be offered Category 1 status.

A fifth Category 2 official, rated between 5 through 10 on the final ratings tabulation, will also be offered the opportunity to be elevated to the Category 1 list by the Executive Committee prerogative process as described within this addendum.

The five lowest rated Category 1 Varsity officials may be moved to the top of Category 2 list or be retained in Category 1 status. The Executive Committee shall make this decision by taking into consideration retirement, injury, inactivity, transfers, and other relevant factors. These decisions shall be made at the ratings meeting and prior to any publication or disclosure of that season's final ratings to anyone other than the Evaluation Committee/Chairperson.

JV List The two lowest rated Category 2 Junior Varsity officials may be moved to Category 3 list or be retained in Category 2 status. The Executive Committee shall make this decision by taking into consideration retirement, injury, inactivity, transfers, and other relevant factors. These decisions shall be made at the ratings meeting and prior to any publication or disclosure of that season's final ratings to anyone other than the Evaluation Committee/Chairperson.

The top 2 rated officials from Category 3 list will be offered the opportunity to be elevated to the Category 2 list. The top Category 3 officials will be determined by Executive Committee prerogative, based on input from BCIAA Assignor, Executive Committee members' input and On Court sessions. Should either or both decline Category 2 status, the next highest official(s) will be offered category 2 status.

10. It is assumed that the Executive Committee and the Evaluation Committee will maintain strict confidentiality in the performance of their duties.

11. The Executive Committee shall recommend to the BCIAA Assignor a range of initial games assigned to officials based on their position on the Boys/Girls Varsity lists and Boys/Girls JV lists.
12. The BCIAA Assignor shall have the responsibility to assign all BCIAA/PIAA games. The Assignor is recommended to re-assign games starting from the top of the list where possible and practical.
13. All Varsity and JV Officials of the BCBOA and Varsity and JV coaches of BCIAA Assignor assigned schools are strongly encouraged to participate in the ratings process.
14. The Evaluation Committee shall provide all proper Game-by Game rating instructions each year to officials.
15. The Evaluation Committee will take steps to keep membership informed of the rating process at general membership meetings during the season.
16. The Evaluation Committee will take steps to contact Athletic Directors of BCIAA Schools and the BCIAA Executive Director regarding a lack of completion of ratings forms.
17. The Evaluation Committee will proscribe to the membership the timeliness for submission of timely Game-by-Game ratings by officials: December games submitted by January 7th, January games by February 7th, all remaining games by 2 days after the close of the Berks County basketball playoffs; ratings received after the proscribed 2 days after the Berks County playoffs will not be counted.
18. In order to receive an initial schedule for the following season, Varsity and JV officials are required to have submitted at least 60% of the prior season's peer ratings forms for each gender worked. Failure to return at least 60% of the rating opportunities will result in those officials not receiving an initial game schedule for the following season. Two consecutive seasons of non-compliance shall result in the official being moved to next lower Category. These penalties are subject to a written appeal to the Fact Finding Committee within fifteen days of notice of such penalty.
19. The Evaluation Committee/Chairperson shall be prepared to schedule the final Ratings meeting with the Executive Committee no later than April 15th and disseminate final evaluation ratings by April 22nd.
20. JV officials must have at least 2 full years experience, with a minimum of 1 year on the JV list and have worked at least 5 games that season to be eligible for promotion to the Varsity gender list.
21. Executive Committee Prerogative will be used to elevate officials from Category III to Category II when, in conjunction with the BCIAA Assignor, there is a determined need

for officials to be added to one or both junior varsity list/s. The key elements of the process are:

- a. The Executive Committee shall first determine the number of officials required by gender list/s to be elevated.
- b. The Executive Committee members shall forward written nominations of candidates, other than themselves, to the President with the candidates qualifications articulated using the below listed criteria for nomination and the gender list(s) for which the candidate is/are nominated.
- c. At same/next meeting there will be a presentation of listed candidates with qualification presented to the Executive Committee.
- d. The Executive Committee members present shall vote by signed ballot by gender list for candidates other than themselves from top to last candidates in numerical order from 1 to x, where x is the number of number of members that may be eligible to receive a ballot.
- e. The top vote getters up to the predetermined number of candidates by gender list shall be elevated.
- f. If there is a tie for the last position between candidates by gender list as determined in item 5, then those two candidates will be reballoted by members eligible to vote using a signed ballot.

22. Executive Committee Elevation Consideration Criteria are as follows:

- a. Years of membership in the chapter and PIAA
- b. Years officiating in Berks County
- c. On Court evaluations
- d. Camps, clinics attended
- e. Service to BCBOA - offices, committees, other
- f. Meeting attendance
- g. Professionalism
- h. Input from Assignor (availability, acceptance of games, cooperation, etc.)
- i. Intangibles

23. Varsity officials shall submit a brief summary form to the Assignor and Evaluation Committee Chairperson for any game where a technical foul is assessed. This is to assist both the Assignor during the season and the Evaluation Committee at the end of the season evaluating any rating received for that particular game. If the coach for that particular game receives a technical foul for unsportsmanlike behavior, that coach's officials rating for that game will not be counted in the officials' overall rating tabulation.

Approved on 10/20/2011
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Approved 2015
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MISCELLANEOUS POLICIES

1. It is the unwritten policy of the BCIAA that varsity officials must have worked eight or more BCIAA Assignor assigned varsity games and one of those games must be a two person crew for each gender that the official wishes to be considered for Berks County playoffs.
2. The BCBOA Executive Committee shall compile the District Playoff lists and timely communicate this submission to the entire BCBOA membership.