

## **Amarillo Basketball Officials Policies and Procedures**

The Board of Directors (BOD or Board) has adopted the following Policies and Procedures. These procedures may be revised as necessary, by the Board, to conform to such needs as may arise. The intent of these Policies and Procedures is to provide the membership with the methods the Board uses in the chapter operations. It further details the board's expectations and objectives of the membership in the service to the schools, the Chapter, and to basketball officiating in general.

It is the intent of the Board of Directors that all members follow these Policies and Procedures and that each member has a copy in their possession or access to one via the Internet. Suggested revisions should be submitted to the President in writing. These procedures follow the By-Laws in their structure and will be reviewed and re-issued annually by the Board.

### **MEMBERSHIP IN ABO:**

Membership in the Amarillo Basketball Officials chapter shall not be considered a guarantee and may be denied by a majority vote of the Board of Directors (BOD). After initiated, membership may be suspended and/or terminated according to the Constitution and By-Laws of ABO.

MEMBERSHIP REQUIREMENTS: To join ABO, a prospective member shall: 1) have their application to ABO approved by the President according to Article III of the Constitution; 2) join and maintain status as a "Member in Good Standing" of the UIL state-approved organization; 3) pay ABO local dues according to the Policies and Procedures of ABO; 4) maintain "Member in Good Standing" status in ABO by abiding by all requirements of the Constitution, By-Laws, and Policies and Procedures.

### **COMMITTEES:**

The following are the active committees for the ABO and their respective memberships (all chairs will be appointed by the President and approved by a majority vote of the BOD for a term of May 1 – April 30):

BOARD OF DIRECTORS: This committee will annually review the By-Laws and Operating Procedures of ABO and perform other tasks as directed by the Chapter President. The Board of Directors is composed of the Incumbent of the following elected positions: President, Vice President, Treasurer, Recorder, Varsity Assigning Secretary, Jr. Varsity Assigning Secretary, Jr. High Assigning Secretary, and Division Representatives that have been elected by the membership. The Board of Directors is empowered to act on any issue not specifically covered in the Policies and Procedures or Constitution and By-Laws.

ETHICS: This committee will handle any ethics concerns from members. The Ethics Committee Chair will be appointed by the President.

EDUCATION AND PROGRAMS: This committee, chaired by the Vice President, is responsible for all training programs presented at chapter meetings and the Rules Interpretation Meeting.

### **POTENTIAL CONFLICT OF INTEREST:**

In accordance with the state governing body policy, an official shall not officiate a game for any school: a.) where they have relatives who are students, players, or employees; or b.) from which they graduated less than 6 years previously.

### **GENERAL GUIDELINES FOR OFFICIALS:**

#### Referee Duties:

The Referee will be responsible for holding pre-&-post game conferences with the game crew before and immediately after any Varsity Game, when possible, for any sub-varsity game. The referee is also responsible for completing any necessary test and must attend 80% of the chapter meetings.

#### Communication Between Officials Prior to Contests:

Each Assigned Referee is responsible for contacting his/her assigned co-official(s), no later than 48 hours before the assignment, to confirm transportation to and from the assignment, time, and travel arrangements. When a change of official is necessary within 48 hours of the scheduled game, the replacement official is responsible for

initiating contact with the crew. When crew change is necessary within 48 hours of the scheduled game, the procedure stated in the first sentence above applies. Should a scheduled official fail to show up for an assignment or an official is not at the appointed departure point decided by the crew ten (10) minutes after the agreed-upon meeting/departure time, the official who is present may depart and proceed to the game site. The late official will travel on his/her own to the game site but will neither seek nor receive any reimbursement for his/her travel, if applicable.

#### Official Mechanics:

Only officiating mechanics approved by the NFHS, along with Texas exceptions, may be used in UIL games. The Referee is responsible for seeing that the game officials utilize proper mechanics. All officials will stand in front of the scorer's table, in line with THSBOA jackets on, facing the flag and hand over hearts for the playing of the national anthem. For sub-varsity games, the same procedure will apply, with THSBOA jackets optional for the crew.

#### Uniform Requirements:

The uniform worn by members of the ABO will conform to the standards of the current year's Officials Manual and as approved by the state governing body. That uniform generally consists of the following: For sub-varsity contests: black and white vertical stripe "V" –neck style shirt, (all crew members are required to wear identical shirts); For varsity contests: THSBOA Jacket (excluding tournaments), black & white shirt with an American flag on the left sleeve and THSBOA logo on right sleeve; all contests: black slacks, black socks, black shoes, black belt (if wearing belted slacks), black lanyard, and black plastic whistle (Fox 40 preferred). The uniform should be neat and clean to present a positive image. Shoes will be mainly solid black, with the possible exception of a shoe brand name.

#### General Appearance:

Neat and clean street clothes should be worn to and from game sites. Business Casual dress is preferred. Shorts of any kind, tank tops, and flip-flops are not considered appropriate for wear to and from game sites. Each ABO member will ensure that his/her hair is clean, neat, and styled in such a way as to present a positive image of the official and ABO. Facial hair (including mustache and/or beard) should be clean and neatly trimmed so as to present a positive image of the official and ABO. Failure to comply may affect varsity assignments.

#### **DUES:**

ABO Membership Dues will be \$100 if paid before the second meeting of the current year. Local dues paid after November 1 will be assessed an additional \$25. Local dues include the Interpretation Meeting fee and meal.

#### **DUAL MEMBERSHIP DUES:**

Dual Membership Dues will be \$50.

#### **SOCIAL MEDIA:**

Members of ABO shall not post anything to social media that could potentially embarrass, damage the reputation, or tarnish the image of the UIL state-approved organization or ABO organization or its members.

#### **CHANGES TO OPERATING PROCEDURES:**

Any changes to the Operating Procedures shall first be submitted to the Board of Directors in writing. Approval from a majority of the Board of Directors is necessary.