

**FORT WORTH BASKETBALL OFFICIALS ASSOCIATION OPERATING PROCEDURES**  
Amended as of August 2, 2022

The following Operating Procedures have been adopted by the FORT WORTH BASKETBALL OFFICIALS ASSOCIATION (FWBOA or Chapter) BOARD OF DIRECTORS (BOD or Board). The intent of these Operating Procedures is to outline the methods that are to be used by the BOD for Chapter operations. These procedures should be reviewed and/or revised as necessary by the BOD, but not less than annually, to ensure all needs of Chapter operation are met. It further delineates the Board's expectations for the membership in their service to schools, the Chapter, and to basketball officiating in general.

It is the intent of the BOD that these Operating Procedures will be adhered to by all FWBOA members. A current copy of these Operating Procedures will be posted on the Chapter website ([www.fortworthref.com](http://www.fortworthref.com)). These Operating Procedures follow the Chapter's Constitution and By-Laws in structure and in accordance with the THSBOA by-laws.

**1) MEMBERSHIP DUES**

Chapter members are required to pay both local (FWBOA) and state dues annually. State dues are paid to TEXAS HIGH SCHOOL BASKETBALL OFFICIALS ASSOCIATION (THSBOA) through the THSBOA website [www.thsboa.org](http://www.thsboa.org). Local dues are paid through the FWBOA website [www.fortworthref.com](http://www.fortworthref.com).

Chapter members who have paid their local and state dues and fees will be considered eligible to work any CHAPTER assigned games.

a) FWBOA (local) dues are broken down into two categories: Returning/Reinstated Members and New Members. Membership dues and timelines are as follows:

i) Returning/Reinstated Members:

(1) \$125.00 paid by July 31st

(2) \$160.00 paid after July 31st

ii) New Members:

(1) \$50.00

b) THSBOA dues:

i) State dues are set each year by THSBOA. Check the THSBOA website for dues and registration information.

If at any time a member is not in good standing, the Board of Directors reserves the right to refund any portion of a member's local dues, full or pro-rated, and terminate membership in the FWBOA.

**2) CHAPTER MEMBERSHIP REQUIREMENTS AND GUIDELINES**

In order to be a member in good standing of FWBOA and be eligible for Chapter assigned games and maintain playoff eligibility, officials must be in compliance with Article X of the Constitution and Bylaws and meet requirements (a) to (g).

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- b) Attend 50% or more of chapter meetings, with one of those meetings the rules meeting. (Note: An official seeking to maintain regular season game assignment eligibility and who is unable to attend 50% or more of chapter meetings due to uncontrollable circumstances may petition the BOD to maintain their game assignment eligibility.)
- c) FWBOA and THSBOA minimum test scores are as follows: Regular season games – 70% for sub varsity, 80% for varsity. Playoff season games – 90%
- d) Work all chapter assigned scrimmages.
- e) Not having brought legal action against the FWBOA and said action has not been resolved or adjudicated.
- f) Dual members must notify the BOD of dual membership.
- g) Members MUST vote in the general election, either by voting in the general membership election meeting or by absentee ballot five (5) days prior to the election.

**Other Guidelines**

- a) Dual members cannot hold a BOD or Committee chair position.
- b) Dual members will not be eligible for playoff assignments unless approved by the BOD.
- c) A member that is considered not in good standing will not be eligible for playoff assignments, to serve as a Committee Chair, to run in the election, or serve on the BOD.
- d) In order to vote on any Chapter business or any elections, a member must be considered a member in good standing.
- e) Members are required to have their membership card scanned at every meeting prior to 7:15 pm sign-in deadline. Members may be excused from meetings only for the purpose of officiating a Chapter assigned game played at the same time as a regularly scheduled Chapter meeting, or a college assigned game. In order for the absence to be excused the member MUST notify his/her Division Representative 24 hours in advance with the time of any scheduled game. Failure to do so will result in that member being counted as absent.
- f) Voting absentee for board elections DOES NOT satisfy attendance requirements.
- g) Transferring officials will be eligible for Chapter playoff assignments but will not be eligible for the Regional/State Tournament Assignment List in their 1<sup>st</sup> year of membership.
- h) New officials will not be eligible for playoff assignments in their 1<sup>st</sup> year of membership.
- i) Members MUST keep their availability and block outs up to date on the Chapter's assignment website.
- j) Once a member has been referred to the Ethics committee or found to have violated the Chapter Constitution or Operating Procedures by the BOD, they will no longer be a member in good standing and are subject to current Operating Procedure guidelines. If punishment or probation is given by the BOD, the member's status will not change until the conclusion of that period of time.

**3) PLAYOFF ASSIGNMENTS**

Playoff assignments are broken down into two categories: Chapter assigned and Regional/State Assignment List. To be eligible for playoff assignments, FWBOA members must be compliant with the respective requirements. Members deemed not eligible can petition the board for eligibility.

a) Chapter Assigned:

- i) Be a member in good standing, as indicated in Section 2 – Chapter Membership.
- ii) Work at least twenty (20) FWBOA varsity assignments in the current season.
- iii) Make a minimum score of 90% on all tests required by FWBOA and THSBOA.
- iv) Meet FWBOA required camp attendance.

b) Regional/State Tournament Assignment List:

- i) Be a member in good standing, as indicated in Section 2 – Chapter Membership.
- ii) Attend 4 of 6 Chapter meetings.
- iii) Work at least twenty (20) FWBOA varsity assignments the previous year.
- iv) Make a minimum score of 90% on all tests required by FWBOA and THSBOA.
- v) Meet FWBOA required camp attendance

**4) BOARD POSITIONS**

The positions that constitute the BOD as well as eligibility and voting guidelines are outlined in Article III of the Constitution and Bylaws. A Board year for the FWBOA is April 1<sup>st</sup> of the current year to March 31<sup>st</sup> of the following year. No Chapter member will hold the position of Assignment Secretary and serve as a member of the BOD in the same fiscal year. No chapter member shall hold two (2) positions on the Board in the same fiscal year. If at any time, a Board member moves from the area or his/her work schedule precludes them from serving out their term, the Chapter President will appoint a qualified interim replacement, with the Board's approval, until a successor can be elected at the next annual election.

The Chapter THSBOA Representative shall serve a two-year term and shall be appointed by the BOD at the first meeting of the new Board's term year. The Chapter THSBOA Representative will be responsible for ethically representing the Chapter's interests at the state organization and communicate to the Chapter when directed, either verbally or in writing, all information received from the THSBOA.

**5) BOARD OF DIRECTORS ATTENDANCE POLICY**

The BOD is charged with the drafting of policies and procedures that govern the conducting of business and expectations of its members. An elected or appointed member of the FWBOA BOD will be expected to take their position on the Board seriously. This includes the responsibility of attending all Board and Chapter meetings.

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If any member of the Board is absent from three (3) annual Board meetings, he/she shall appear before the Ethics Committee prior to the next scheduled Board meeting to state their reasons for their absences and express to the committee their desire to continue or to discontinue their service as a member of the BOD. If the stated reasons for absence are found by the committee to be acceptable, no subsequent action shall be taken. Any Board member whose reasons are found unacceptable will be placed on probation and will be required to attend all remaining scheduled Board meetings. Any subsequent meetings missed while on probation will result in immediate removal from the Board, unless excused by the President. Board members that resign or decide they can no longer fulfill their obligations shall be replaced by appointment of the Chapter President, with the Board's approval, until such time a successor can be elected at the next meeting.

**6) GAME ASSIGNMENTS**

All Chapter assigned regular season varsity games will utilize FWBOA members and must be scheduled through the FWBOA Assignment Secretary, who will ensure all game assignments are made in accordance with the official's availability as noted in chapter utilized software. Each official assigned to work a contest **MUST** contact their co-official(s) within 48 hours prior to the scheduled game. Officials are encouraged to be proactive and contact your partner(s). Do not wait for them to contact you. In the event all attempts to contact co-official(s) are not successful, you should contact the Chapter Assignment Secretary prior to the scheduled day of the game(s).

The FWBOA **REQUIRES** participation in all assigned scrimmages. The Chapter members will be assigned scrimmages by the Assignment Secretary and are not contracted events; therefore, officials **will not be paid**. Scrimmages will be treated as a game assignment and "no show" penalties will be incurred as with regularly assigned games. Anything over 100 miles round trip will be reimbursed by the Chapter at the state mileage rate not to exceed \$50.

Any grievance or complaint with a member's assigned schedule should be submitted in writing to the member's Division Representative, Vice-President, and Chairperson of the Evaluation Committee. The written grievance shall include their reason for dissatisfaction with game assignments. The member will receive a written response from the Chairperson of the Evaluation Committee within two (2) weeks after seeking input from the Committee members and copied Board members. The member may also appeal to the Ethics/Grievance Committee. After all steps are exhausted, and if resolution of the matter is not agreeable to both parties, the BOD reserves the right to refund the member a pro-rated portion of the member's dues and/or terminate membership in the Chapter.

**7) REGIONAL/STATE TOURNAMENT ASSIGNMENT LIST PROCESS**

- a) Each for the five (5) committee members (see Section 16 – Regional/State Tournament Assignment Selection List) shall submit a list of forty (40) officials: twenty (20) for the girl's tournaments and twenty (20) for the boy's tournaments. Committee members are prohibited from including themselves on either of their two lists.
- b) These lists will be submitted with officials ranked in order from 1-20 with the most desirable as number one (1) on the list.

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- c) All officials on the list will receive a point value based on their ranking position on the list; i.e. the top official on the list will be given twenty (20) points and the last on the list will be given one (1) point. The lowest ranking score of each official on the list will be eliminated to allow for the possibility that all could receive the same number of votes. Remaining scores will be tabulated by the Administrative Secretary and results announced to the committee.
- d) In the event of a tie between official's point totals, position on the list will be determined in succession by THSBOA Part I and Part II test scores and by each member's years of service.
- e) The top twenty (20) officials on each list based on point totals will be validated by the FWBOA as Regional or State Tournament eligible and be given the opportunity to accept such assignment if selected by the UIL. Should any official decline the assignment, the next highest ranking official according to point totals would be given the opportunity to accept the assignment. After all forty (40) officials have confirmed acceptance, the list will be sent to the UIL for consideration.
- f) In situations where an official declines an assignment or are otherwise ineligible for consideration, officials receiving votes but not on the final list of twenty (20) will be moved onto the list based on points received.
- g) No member shall participate in the State Tournament without having participated in a Regional Tournament/State Tournament within the previous five (5) years. In the event a member appears on the final list in positions 1-4 having not met this requirement, he/she will be moved to the number 5 position and remain eligible for Regional Tournament assignment.
- h) Once these lists are completed, the Administrative Secretary will immediately post the Regional/State list on the chapter website.

**8) GAME CANCELLATIONS**

All members are strongly encouraged to make the commitment to work their assigned games and keep cancellations to a minimum. Cooperation in providing the Assignment Secretary with as much notice regarding any changes in status is required. In the event an official must cancel an assigned game he/she may do so by notifying the Assignment Secretary or their assistant by email prior to game day. If it is a game-day cancellation, the official must contact the Assignment Secretary or their assistant by phone AND include email to both Assignment Secretary and their assistant.

The following game reassignment fee will be assessed for game dates returned for any reason, for each game date. A game reassignment fee will not be assessed if the change is at the Chapter's request.

- A \$10.00 game reassignment fee will be assessed for games returned any time prior to game day.
- A \$25.00 fine will be assessed for games returned on game day.
- If paid on-line, a \$5 processing fee will be included.

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The Assignment Secretary will indicate in Arbiter that a turn-back has occurred. These reassignment fees must be paid to the Assignment Secretary within seven (7) days of notice. If reassignment fees are not paid, the official's remaining schedule will be cancelled and those games reassigned. The official will not be a member in good standing until all outstanding fees are satisfied.

**Inclement weather (snow/ice) game cancellation policy is as follows:**

FWBOA members will assume that all scheduled games are cancelled involving a school or school district (home team) that announces on TV, radio or social media that school will be closed due to weather conditions. If a school or school district is closed, the HOME coach must contact the individual game officials to confirm the scheduled game(s) WILL BE played. If weather conditions impact assignments and school is not in session, officials should contact the HOME coach for game information. Officials are advised to watch TV channels that display school closings, listen to a radio station such as WBAP 820 AM or log into [www.fortworthref.com](http://www.fortworthref.com) on days that weather conditions impact school closings and in the event when school is not in session. **DO NOT CONTACT THE ASSIGNMENT SECRETARY IN THE CASE OF INCLEMENT WEATHER.** The Assignment Secretary will make every effort to update chapter assignment software for game cancellations.

**9) LATE-SHOWS AND NO-SHOW POLICY**

Members of the FWBOA are expected to conduct themselves in a professional manner. Officials should arrive at their game site(s) at least 30 minutes prior to the scheduled game time. Officials should be dressed and ready to report to the floor 15 minutes prior to the scheduled start time, as this is when a game official's jurisdiction begins. A LATE-SHOW constitutes failure to report to the floor in uniform 15 minutes before scheduled start time. An official late for an assigned varsity game will be assessed a fine of \$25.00 and \$15.00 will be assessed for sub-varsity games.

**NO-SHOWS** for an assigned game at any level are not tolerated. Any official that fails to show up for a varsity game will be assessed a fine of \$40.00 and \$25.00 will be assessed for a sub-varsity game. Regardless of the number of games assigned on the contest date, a maximum fine of \$40.00 varsity / \$25.00 sub-varsity will be assessed. If the official arrives at the game and is on the floor prior to game time the official will still be allowed to work the game.

It is expected that assigned co-official(s) report these infractions to the Assignment Secretary immediately. Should a co-official not report the late show or no-show, that official will be fined \$15.00. The Assignment Secretary will notify the official by email that includes the appropriate fine with a copy of the email to the Division Representative. Fees for these infractions must be paid to the Assignment Secretary within seven (7) days of receiving written notification or the official's remaining schedule will be cancelled and those games reassigned. The member will remain not in good standing until such fees are satisfied. Three (3) violations in one season will result in the cancellation of all remaining assignments and referral to the Ethics Committee. The Ethics Committee will provide a recommendation to the BOD as to the status of the official.

## **10) GAME/TOURNAMENT FEES**

The FWBOA will encourage all of the schools it services to adhere to the UIL Constitution and Game Contest Rules – Section 1204 game fees schedule. Under UIL rules, schools have 45 days to transact game payment(s).

### **Maximum Mileage Reimbursement**

- Officials will be paid mileage according to the UIL Section 1204
- Officials shall be paid on the state mileage reimbursement rate effective at the start of the season.
- By prior agreement between officials and school authorities, airfare may be submitted for automobile mileage fee.

**Meals:** Schools shall not pay for any meals for officials unless the distance traveled round trip from the official's home is greater than 150 miles. If meals are paid, the amount allowed is \$15.00 during the regular season and \$30.00 for playoff games.

**Lodging:** Schools may pay for lodging if prior agreement is made

**Ground Transportation:** If prior agreement exists, schools may pay taxi fare, etc. for officials.

### **Tournament Fee Schedule**

A recommended tournament fee schedule will be according to the UIL Constitution and Game Contest rules – Section 1204 and distributed to all coaches and athletic directors. As a reminder, not all schools are responsible for tournament game fees. Booster Clubs and other groups are often responsible for paying officials and as such, game fees can vary widely. Under no circumstance shall an official contact a coach or school about the amount paid for tournament games. Under UIL rules, schools have 45 days to transact payment(s).

## **11) RETURNED CHECK POLICY/REFUNDS**

Members responsible for returned checks will be charged a \$25.00 fee. The person responsible for the returned check must pay either in cash or by cashier's check to the Administrative Secretary the amount of the returned check, plus the \$25.00 fee before he/she will be assigned to any future games.

**No refunds of local dues will be allowed after an official has worked a chapter assigned regular season game.**

## **12) INCIDENT REPORTING**

Any instances of severe verbal abuse, physical contact (other than incidental), ejection of a coach, player or fan, or the early termination of a contest (other than natural causes) **MUST** be reported to the Chapter President and Assignment Secretary as soon as possible after the game, but not later than 8:00 am of the following day. All officials must send an email to the Chapter President reporting all required information. Failure to comply will result in appearance before the Ethics Committee, and/or fines, and/or schedule being pulled.

**13) CHAPTER WEBSITE**

Any member knowingly revealing their FWBOA website password for <http://www.fortworthref.com> will be fined and/or suspended. Chapter members are prohibited from using membership information including chapter utilized software for solicitation of personal and/or platforms and opinions.

**14) COMMITTEES**

In accordance with the Chapter's Constitution and Bylaws, the Chapter President will appoint the following standing committees that will be active for every season with the President being an ex-officio member of each. The standing committees are:

1) Assignments / Recommendations, 2) Administrative Secretary, 3) Constitution / Bylaws, 4) Operating Procedures, 5) Ethics/ Grievance, 6) Life Membership, 7) Meetings, 8) Official's Training, 9) Publicity / Marketing, 10) Rules / Mechanics, 11) Scrimmages, 12) Social, 13) Website, and 14) Evaluations / Ratings.

The standing committee responsibilities are as follows:

**Assignments / Recommendations / Scrimmages**

This committee is responsible for the assignment of all games within the jurisdiction of the FWBOA. Included in this function is the evaluation of officials at summer training camps, clinics and scrimmages. It acts as liaison between coaches and the BOD in resolving coaches concerns. It is the responsibility of this committee to respond to member representatives in resolving scheduling concerns of individual members. It will coordinate with the Administrative Secretary with regards to fees, penalties and standing of individual members.

**Administrative Secretary**

This committee maintains an accurate record of all receipts and disbursements of the Chapter and pays chapter bills as approved by the BOD. Maintains accurate record of members and is responsible for Arbiter updates relative to payment of dues and coordinates with assignment committee with regards to payment of fees, penalties, and standing of the membership. Provides financial reports to the BOD and membership at each meeting.

**Constitution / Bylaws**

This committee reviews proposed constitutional and bylaws changes with respect to potential impact to status as nonprofit entity. Provides input to the BOD as needed.

**Operating Procedures**

This committee will periodically review the operating procedures and provide information to the BOD if changes are needed.

**Ethics / Grievance**

This committee responds to the BOD requests to resolve issues not specifically covered by the constitution and bylaws or the Chapter operating procedures. This committee will investigate, consult with Chapter members and gather pertinent information necessary to resolve the issue. The ethics committee will determine appropriate punishment and will provide such punishment to the BOD as a recommendation. The BOD will have the final decision on any punishment. The UIL will have a grievance process.



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**Life Membership**

This committee makes recommendations to the BOD of the names of individuals who have made extraordinary contributions to the FWBOA. Individual requirements of this designation are outlined in the Chapter operating procedures.

**Meetings**

The meetings committee is responsible for scheduling, member notification, room preparation and general conduct of each Chapter meeting. This committee assumes the role of acquiring guest speakers, vendor presentations, and timelines of meeting starting times and divisional breakout topics. This committee provides an atmosphere that is conducive to all members being involved in the learning process of the workings of the FWBOA. Meeting dates, location and times will appear in the Chapter website.

**Official's Training**

This committee is responsible for the training and education of new and lesser experienced officials. In this role, officials are instructed on the rules of the game in a class-type setting and practical application in one-the-floor work. This committee will follow-up with officials through specifically assigned scrimmages and will coordinate with officials throughout the season, responding to questions and concerns that are normal for newer officials. The committee will develop and oversee an ongoing mentor program for new officials.

**Publicity / Marketing**

This committee is responsible for the recruitment of new members. In this role, it may be necessary to post flyers in strategic locations throughout the city and place ads in the local newspaper. This committee makes recommendations to the BOD as to strategies in attracting new officials.

**Rules / Mechanics**

This committee is responsible for investigating rules application for specific situations presented by the membership, presents new rules and mechanics changes to the general membership and advises meeting committee of potential topics to discuss in divisional breakouts during scheduled Chapter meetings.

**Social**

This committee has the responsibility for organizing the end of the year social gathering. Responsibilities include securing the site, acquiring a food vendor and notification of the date to the BOD. They will coordinate with the Administrative Secretary as to budget allocation.

**Website**

This committee is responsible for all activity regarding the Chapter website. This includes updates to the homepage, links to additional sites and ensuring that all forms are available and current. The committee will also evaluate Webmaster's timeliness of response to requests and follow through of additions to the website.

**Evaluations / Ratings**

This committee is responsible for observing Chapter members and assessing their ability based upon a pre-determined set of criteria and coordinates closely with the Assignment Secretary in the transferring of ratings information to the Chapter records. Due to the size of

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this committee, it shall be chaired by three (3) members. The chairperson shall present their committee members selections to the President for approval.

**Regional/State Oversight Committee**

This committee will consist of the President, Past President and THSBOA rep. They will be responsible for monitoring the Regional and State playoff assignments our chapter has been given and making any changes, if necessary.

**15) LIFETIME MEMBERSHIP AWARD**

Purpose – To identify and select those individuals who have contributed a distinguished lifetime of service to the FWBOA and to the sport of basketball.

Qualifications

1. Candidates must have been an active member for fifteen (15) years and a member in good standing.
2. Candidates must have accumulated a minimum of five hundred (500) points.
3. Candidates must have retired from active membership and officiating.

**16) REGIONAL/STATE TOURNAMENT ASSIGNMENT SELECTION LIST**

This committee is responsible for compiling the regional/state tournament assignment lists for submission to the UIL. This committee shall consist of the President, Past President, Assignment Secretary, Chairperson of the Evaluation Committee, and the Chapter THSBOA Representative.

**17) ETHICS/GRIEVANCE PROCESS**

If at any time a member feels they have been grieved by another individual or has witnesses or direct personal knowledge (not hearsay) of what they deem to be unethical behavior, such matters must be brought to the attention of the BOD. The member shall submit their claim to the President and their Division Representative in writing. The BOD will review the submission for the sole purpose of determining the validity of the issue being an ethical matter. If it is deemed to be either a procedural or administrative issue, it will be handled within the BOD. All other matters will be forwarded from the BOD to the Ethics Committee for resolution. The BOD shall not discuss, debate or otherwise prejudge the content of the matter prior to submission to the Ethics Committee.

Grievances that have been forwarded to the Ethics Committee shall have a preliminary finding and report that finding to the President within 14 days. A complainant or defendant that does not comply with the directives for attendance by the Ethics Committee shall be considered absent and the Committee findings will be made on all facts presented at that time. Any delays or extensions during the proceedings shall be presented to the BOD two days (48 hours) prior to the 14 day deadline and approved or denied for the extension to be approved. The President, Assignment Secretary and Ethics Committee Chairperson shall have the authority to take immediate action upon majority agreement on any matter not covered in the operating procedures that constitutes an emergency or where a quick decision is needed for the good of the Chapter, including but not limited to pulling the

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schedule of an official.

**18) CAMP/TRAINING/PLAYOFF REQUIREMENTS**

Each member will be required to attend a Board Approved Camp once every two (2) years to work Chapter assigned 3-Person regular season games and to be eligible to work playoff games. A transfer official joining FWBOA with 3-Person officiating experience will be asked to participate in a designated Chapter training session to determine eligibility to work Chapter assigned 3-Person games if the official joins FWBOA after completion of the 3-Person camp. The transfer official will be required to participate in the next scheduled FWBOA 3-Person camp.

The BOD, along with the Assignments Committee and Evaluations Committee, reserve the right to request any member to attend the FWBOA 3-Person camp for continuing education in order to work 3-Person games. This request will be sent out by January 1<sup>st</sup> for the camp during the following summer.

**19) CHANGES TO OPERATING PROCEDURES**

Any suggested change(s) to the Operating Procedures shall first be submitted to the Chapter President in writing. Approval from a majority of the BOD is necessary.