

***SOUTHERN NEVADA
BASKETBALL OFFICIALS
ASSOCIATION***

***POLICIES AND
PROCEDURES MANUAL
2011-12 SEASON***

*“You’ve thought about becoming a basketball
official and need a place to get started”*

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ASSOCIATION
POLICIES AND PROCEDURES MANUAL**

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SOUTHERN NEVADA OFFICIALS ASSOCIATION

The Southern Nevada Official Association (SNOA) is the local officials' association in Southern Nevada. SNOA is a group of officials who meet periodically to discuss rules, mechanics and philosophy. This is a great way for new officials to learn from veteran officials.

SNOA has a valuable pool of resources for training, obtaining games and getting to know the officiating community. One important item is attending association meetings. At these meetings, (most held before the season starts), you are able to ask questions about rules, mechanics and positioning. These sessions will be a foundation to get you started.

An official possess an even-tempered personality. The basketball official has to keep his/her emotions "in check" as coaches, fans and players are emotionally vested in the game. The property trained and skilled official manages the game to ensure that each team has a equal chance of winning and effectively communicates with players and coaches especially when emotions run high.

A **committed official** has made a commitment to the vocation of being a great official. A person cannot just show up and referee any sporting event. He/she must understand that there is time commitment to improve their craft and stay abreast of the rules and mechanics for mastering the craft of officiating.

Culture

How does **CULTURE** impact, drive or inspire our association to be customer-oriented? Our product – how we perform on the court – is a direct reflection of our **CULTURE**. Culture refers to norms of behavior and shared values among a group of people. It is very important for us to engage every basketball official in the classroom and on the court in order for us to improve our product.

Gallup's three levels of engagement are:

- Engaged – on fire; happily getting it done everyday
- Not Engaged – simply collecting a pay check
- Actively Disengaged – systematically destroying your organization brick by brick

It takes 4 engaged officials to make up for every disengaged official.

100% of the association

- 28% Engaged
- 55% Not Engaged
- 17% Actively Disengaged

Does our culture as basketball officials support SNOA's mission to improve the over-all quality of our officials?

Our culture is demonstrated externally by how we look on the court, how we communicate with those outside our group, our attitudes and most importantly by how

good our product is. Internally, we demonstrate our culture through our expectations, our accepted behaviors, and our internal communications.

What our customers – players, coaches, parents, and fans – see and hear is real, which may be quite different than what we perceive and know as basketball officials. Continuous, clear and consistent communication is the bridge between perception and reality. If our culture inspires and motivates us to constantly grow as basketball officials, our product will become better and we will become a better association.

Message from the Instructional Chair Tom Sawyer - I ask that you have an open mind and focus on improving our product - officiating basketball with a high percentage (90% accuracy) of correct calls. Become Engaged!

Communications With Officials

The basketball officials board has a website specifically designed to communicate basketball related information to the membership such as meeting dates, training agendas, board of director meeting minutes, the SNOA Basketball Policies and Procedures Manual and other important documents and rulings. Officials are encouraged to check the website frequently. The website address is www.snoabasketball.com

Physical Requirements

A referee must be in good physical, mental and emotional shape. In an average high school game, an official can run three to five miles. An awareness of the entire court is very important. Quick reactions, decisions and speed are advantages. As the age of the players increase, so does the speed at which the game is played. Competitiveness also increases with age. Good officials have a good working knowledge of the rules and mechanics, a good “feel for the game” and know how to manage the game from the time he/she enters the gym to the time they exit.

Officials Code of Conduct

The key role of an SNOA Basketball Official is to cooperate with other officials in the supervision of fair and equitable conditions for the conduct of athletic events under the rules of competition, thereby offering all participants every opportunity to achieve their own personal goals and aspirations.

SNOA Basketball Officials shall demonstrate high standards of judgment and competency as they represent SNOA at all times. The hallmarks of good officials are promptness, firmness and justice, tempered by tact and consideration.

Officials must be impartial and must supervise and control an event in a manner that reflects the spirit and intent of the rules and regulations. They will provide a competition that will preserve the health and safety of all involved. They will do their utmost to guarantee that each competitor/team receives an equal and fair opportunity to win. They will promote sportsmanship and an atmosphere of enjoyment

Officials must maintain high standards of moral and ethical conduct that includes self-controlled responsible behavior, consideration for others' physical and emotional well-being, courtesy and good manners.

Officials must abstain from the use of illegal drugs. Officials must refrain from the consumption of alcohol at least twelve (12) hours prior to the start of their game. Members shall not patronize bars or taverns that sell alcoholic beverages while wearing an official's uniform. Please remember that you are representative of SNOA.

Officials must refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties and at the game site.

Members should avoid personal contact with coaches and school authorities before and after the game. They should transact whatever business is necessary and move out of the game vicinity with no unnecessary delay.

Members should not discuss other members of the ASSOCIATION with coaches, other school authorities, publicity personnel, or fans

Officials are expected to respect the coach's workspace (desks), bathroom, showers and locker room when using the Coach's Room for changing clothes and conducting a pre and post game meeting.

Officials should both teach and learn with every assignment. Officials should exhibit and promote respect, understanding and compassion towards hosts, competitors, coaches and volunteers no matter where they are on the learning curve.

Officials must not engage in "on" or "off" the record criticism of race organizations, competitors, coaches and volunteers to the public including to other SNOA sports organizations. Officials shall make suggestions that are constructive, founded and relevant to the improvement of SNOA basketball.

The board reserves the right to suspend and/or revoke any official's registration when the official fails to handle him/herself according to the above code of conduct and/or the Policies and Procedures in this Manual.

"The leadership of the SNOA Basketball Board is dedicated to being of service to league administrators. We will accomplish the service in the most efficient businesslike manner".

Registration

Annually, every basketball official must complete a registration form. The form must be signed by a current Board Member, which signifies acceptance. Registration dates are set by the Board and are published via email and word of mouth. "SNOA reserves the right to decline the application of anyone. Also if your membership is accepted, it can be revoked at anytime for reasonable cause and a board (s) review. Please note – just because your membership is accepted does not guarantee you games."

Fees

Fees and charges for such as membership dues, insurance and game fees will deducted monthly from each officials check. Fees are reviewed annually, are set by the Board of Control and are published on the SNOA website at www.snoaofficials.com.

Game Fees and Travel Reimbursements

Game fees and travel reimbursements for out of town assignments are set by the Board of Control and are posted on the SNOA website at www.snoaofficials.com.

Arbiter

Every official must sign into the Arbiter software to confirm the personal information (address, phone numbers, email address, mailing address and current photo). Officials must also indicate their availability and keep their availability updated as changes occur. Assignments are sent via email thru the Arbiter system. Each official must confirm his or her acceptance of game assignments by the date indicated on the Arbiter. Once the game(s) is accepted, each official can view the names of their partners. Log into the Arbiter at. <https://www.arbitersports.com/Generic/Default.aspx>.

Crew Concept

Concept - Starting with the 2010-11 season, the board has implemented the “Crew Concept”. For the 2011-12 season, there are 10 basketball crews with each crew being led by a crew chief approved and appointed by the board. Each crew chief is supported by a board approved assistant crew chief. Crew Chief and Assistant Crew Chiefs will serve for two years starting with the 2011-12 season. All active members can apply for the Crew Chief and Assistant Crew Chief positions when there is an opening.

Selection of Crew Chiefs - The board selects crew chiefs from all applications received. Crew chiefs will select their assistant who will be subject to board approval. Crew chiefs will demonstrate leadership skills, commitment, and the desire to be part of a new direction that SNOA Basketball is going with the “Crew Concept”.

Crew Formation - Prior to the 2010- 11 season, the Board and the crew chiefs conducted a draft of the registered membership. The crews were balanced with a mix of veteran, up and coming and new members.. At the end of the 2010-11 season, members could request a transfer to another crew. Transfers approved by the Board are for a two year period. New members are assigned to crews based on experience. The Board insures that the crews are balanced going into the season.

Crew Assignments and Schedules - The members of each crew will work together during the basketball meeting. Pre-season and regular games will be assigned by the crew chief. When making assignments, each crew chief will have a good knowledge of the officials on his/her crew. This knowledge will come from scrimmages, game evaluations, mentoring within the crew and classroom study sessions during the season.

This should allow for the development of many more officials and create an overall better basketball officials program for the association. Schedules will be done on a minimum two-week basis.

Each crew will also have a brother/sister crew (example: crew #1 and crew #3). Crew chiefs will call on their brother/sister crew when availability issues arise for the two crews.

The non-tournament game schedules (middle school, B-games, JV and Varsity boys and girls) will be created for each crew by Basketball Administrator. Each crew schedule will have approximately the same amount of varsity, non-varsity and out of town assignments each week. The location of games will also be spread around into each individual crew schedule so that no crew is assigned to work the same schools frequently.

The Basketball Administrator will deal directly with the Athletic Directors, Clark County School District contact and our Commissioner Marc Ratner and handle schedule changes that will then be passed onto the crew chiefs.

Crew Chief Responsibilities – each crew chief will be responsible for:

1. Selecting his/her assistant crew chief.
2. Participating in the drafting of registered officials (year one)
3. Maintaining meeting attendance records.
4. Assign scrimmages to crew members.
5. Administering, grading and recording the test score for each crew member
6. Conducting crew meetings during the **season**. Agendas and lesson plans will be developed by the instructional chair.
7. Scheduling game assignments for a minimum of two weeks forward.
8. Be available by internet (email) and phone for scheduling changes that arise during the season.
9. Insuring each crew member is evaluated at least twice during the season. The instructional chairman will provide the evaluation forms/arbiter access.
10. Developing all crew members, especially newer officials. Assign higher rated officials to work with lower rated officials.

Disputes and Failure to Handle Crew Chief Responsibilities - The board will be available to quickly settle any disputes among crew chief(s) and crew member(s) as they may occur. The board reserves the right to remove a crew chief who fails to handle the assigned responsibilities.

Rules and Mechanics

The current year Basketball Rule Book, Case Book and Officials Manual and other training materials and handouts distributed by the instructional chair are incorporated here by reference.

IMPORTANT REGULATIONS

Under our Constitution and By-laws, there are several important requirements officials. Please note these carefully:

1. All officials should abide by the Code of Conduct as printed in this Handbook. Members may appeal any decision. Please refer to the SNOA Constitution.
2. All officials are required to attend local rules interpretation meetings during the season. *If an official does not attend at least five or meet local requirements, he/she may be dropped from the Association by action of the Board.*
3. Members must wear the official uniform. Uniforms will be readily available at meetings for sale. There will be no excuses for officials out of uniform.

Uniform Policy

The following uniform is mandatory for the 2011/12 season:

1. A black and white, vertical striped quarter-sleeved knit shirt with v-neck opening. The mesh/panel shirt is an approved shirt. *All officials should wear the same shirt for the sake of uniformity.*
2. Black slacks with a belt are acceptable at lower levels but as the level of competition rises, beltless pants are the norm.
3. All black shoes with black shoestrings.
4. The uniform should be neat and clean at all times.
5. As an optional part of the basketball uniform, a black jacket designed for officiating may be worn. It shall be long-sleeved and solid black in color. If jackets are worn at a game site, all officials should wear them for the sake of uniformity.

Appearance

Officials are expected to be neatly groomed and project a professional appearance at all times. Officials who take pride in their personal appearance will readily earn the respect of players, coaches, and spectators.

Dressing/Changing Rooms

Male officials will normally use the men's coach's office for changing clothes, pre-game, half time, post game and bathroom/showers. Women officials will normally use the

women's coach's office for changing clothes, pre-game, half time, post game and bathroom/showers. Male/female crews should meet in an appropriate area for pre-game, half-time and post game discussions. Officials are expected to respect the coach's room workspace (desks) and the other facilities. Members are not to dress in the players' dressing rooms or around the teams' quarters when reasonably avoidable, especially when assigned to girls games. Members should arrive at the game site dressed when assigned to lower level boys and girls games.

Reporting Player/Coach Ejections and Technical Fouls

Because of penalties involved, 100 percent reporting by officials is crucial. *The following must be reported in writing:*

PROCEDURES

In an effort to provide proper accountability with the administration of SNOA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a game. Needless to say, we urge preventative measures.

Disqualification (Ejection) of a Player

An SNOA official must adhere to the following procedure when disqualifying (ejecting) an athlete from a contest:

- (1) Call timeout. Stop the action.
- (2) Do not hurry. If an athlete is disqualified (ejected), request the athlete to accompany you to his/her team bench or box. Go directly to the head coach and clearly notify the head coach directly that the player is disqualified (ejected). Provide the head coach with a statement of explanation as to why the athlete is disqualified (ejected). Be professional, courteous and assertive. Do not debate the issue with the coach.
- (3) Go to the opposing head coach and notify him/her that the athlete has been disqualified (ejected) and provide him/her with the exact same statement of explanation.
- (4) Report the disqualification (ejection) to the official scorekeeper if the rules of the contest so require.
- (5) Resume the contest.

Disqualification (Ejection) of a Coach

An SNOA official must adhere to the following procedure when disqualifying (ejecting) a coach from a contest. A non-calling official will notify the coach should this occur.

- (1) Call timeout. Stop the action.
- (2) Do not hurry. Go directly to the head coach and clearly notify him/her that he/she or, if applicable, another member(s) of his/her coaching staff is disqualified (ejected). Provide the head coach with a statement of explanation as to why he/she or the member(s) of his/her coaching staff is disqualified (ejected). Inform the disqualified (ejected) individual that he/she must leave the premises (*immediate playing area*) for the remainder of, and after, that contest and that he/she may not give any further instruction

to, have any further contact with, or confer with athletes or other members of the coaching staff for the remainder of the contest. Be professional, courteous and assertive. Do not debate the issue with any member of the coaching staff.

(3) Go to the opposing head coach and notify him/her that the coach has been disqualified (ejected) and provide him/her with the exact same statement of explanation.

(4) Report the disqualification (ejection) to the official scorekeeper if the rules of the contest so require.

(5) Resume the contest.

Disqualified Coach Must Leave Immediate Playing Area

(1) A coach who is disqualified (ejected) from a contest must leave the premises (facility) and may not give any further instruction to, have any further contact with, or confer with athletes or other members of the coaching staff for the remainder of the contest, including halftime, breaks between quarters and other intermissions, and following the contest.

The coach may not sit in the spectator seating area, stand beyond the fence, etc. The coach must remove himself/herself from the (premises) facility to a position where he/she is no longer visible to the participants and spectators and the competition is no longer visible to the coach.

(2) If a coach who has been disqualified (ejected) from a contest refuses to leave the premises (facility) or is intent upon continuing to coach his/her athletes or conferring with other members of his/her coaching staff in defiance of the officials, the officials are instructed to discontinue the contest and declare it a forfeit.

(3) If a coach(s) are disqualified (ejected) from a contest and no other authorized school personnel is available to take charge of the athletes, the contest must be suspended.

Official May Not Hear Appeal or Reverse Ejection Decision

Once an official has disqualified (ejected) an athlete and/or coach, the official may not entertain any appeal from the athlete, coach, athletic director, principal, parent, spectator or any other individual associated with the school. The disqualification (ejection) of an athlete and/or coach is a judgment call and may not be reversed. The official's decision is final.

Technical/Flagrant Foul and Ejection Written Reporting

Officials must send a report, via email, to their crew chief within 24 hours, when:

(1) An athlete or coach is ejected for any reason from a contest;

(2) An athlete or coach is guilty of a flagrant act and/or unsporting conduct before, during or after a contest for which he/she is not ejected.

(3) When a bench-emptying brawl occurs

(3) Every technical foul called (player, coach or bench personnel)

(4) A contest must be temporarily stopped due to unsporting conduct on the part of a spectator or spectators;

(5) A contest, for whatever reason, does not go to its normal conclusion.

(6) The contest facility is, in the official's opinion, judged to be unsafe for participants, or hazards are present; and

(7) The contest facility or team equipment/uniforms do not meet rule specifications

The Crew Chief will review the report and forward to Thomas Sawyer, the Instructional Chair. Thomas will then send to the Commissioner, Mr. Ratner, for situational awareness. Officials are required to notify the SNOA Basketball Board the following morning when an athlete or coach commits acts of gross unsporting conduct, when a bench-emptying brawl occurs, or when a contest, for whatever reason, does not go to its normal conclusion. Such verbal reports are in addition to the necessary report(s) sent to the crew chief.

Responsibility for Filing Reports

The Crew Chief is responsible for ensuring that reports as required are filed with the SNOA Basketball Board. The official who ejected the athlete or coach, or who witnessed the behavior that required a contest to be temporarily stopped or discontinued, however, may write the actual report and file with his/her Crew Chief.

Content of Written Reports

Written reports as required should be made on the required form, must provide complete and detailed information concerning the incident that prompted the report, and must be neat and legible. The report must always include:

- (1) The sport and gender being contested (e.g. men basketball, women basketball);
- (2) The level of competition (e.g. junior high, junior varsity, varsity);
- (3) The date and site of the contest;
- (4) The names of the participating schools;
- (5) The first and last name of any athlete and/or coach who was ejected from a contest, as well as the jersey number of the athlete;
- (6) The score of the contest and the time remaining in the contest if it was necessary to declare it ended prematurely;
- (7) A narrative of exactly what occurred and exactly what was said to prompt the action which required the filing of the report; and
- (8) The name, signature, address and daytime telephone number of the official filing the report

School's Responsibilities to Officials

Member schools are charged with the following responsibilities relative to SNOA officials when serving as host for an athletic contest to which the officials are assigned.

- (1) An authorized representative of the host school must greet the officials upon their arrival.
- (2) The host school shall provide a private, secure place for the officials to park.
- (3) The host school should provide a secure dressing facility that affords privacy [See s.1001.07 regarding dressing facilities for state series contests].
- (4) The host school should provide the officials access to private shower facilities.

- (5) The host school should provide the officials with refreshments (i.e., water and/or sports drinks) during the halftime intermission and other appropriate times.
- (6) The host school must provide pregame, halftime and postgame security for the officials. A school official or principal's designee must escort the officials to and from the playing field or court to prevent harassment.
- (7) The host school principal or game administrator must indicate to the referee or umpire-in-chief his/her seat location should a situation develop where assistance is needed during the contest.
- (8) School personnel, including coaches, must not enter the officials' dressing facility while the officials are in attendance except when requested by the officials.

Evaluation of Officials

The Basketball Board in conjunction with the crew chiefs, will rank each Official into one of six rating groups.

The official's on-court performance, as evaluated by his/her crew chief and/or assistant crew chief, the officials score on the most recent rules examination, input from the Tournament Assignor, board members and evaluations/comments received from coaches determine his/her SNOA basketball ranking.

Ranking	Skill Level
100	Referee (All Levels)
150	Varsity (All Levels)
200	Girls Varsity (All Levels) Boys Varsity (Some levels)
300	Girls Varsity(Some levels) / JV
400	JV (Some Levels) & B & MS (All Levels)
500	B & MS (All Levels)

Each crew chief is responsible to ensure that evaluations are prepared on all crew members, especially officials rated 300, 400 and 500.

The Tournament Assignor and/or the Crew Chief or his/her assistant, may assign a person to a higher-level game when no other officials are available.

Each official shall be notified at least once a year of their ranking, and will have access to their evaluations thru their crew chief or his/her designee. The Crew Chiefs are responsible for ensuring that every official is observed a sufficient number of times to receive a fair evaluation.

Assignment Policy

1. It is the policy of SNOA Basketball Board that:
 - a. Assignments of pre-season and regular season games are the responsibility of the Crew Chiefs. The Scheduling Administer is responsible for creating ten equally balanced schedules from which each crew chief will select their schedules thru a random draw. Crew Chiefs will work with their sister crew to use officials as needed.
 - b. The number of assignments each official receives is negatively impacted when officials are frequently late, assignments are missed, or the official is not maintaining the high level of professionalism expected.
 - c. Tournament assignments will be handled thru the Tournament Assigner and should equally be spread out among the available officials. Varsity tournaments are generally assigned to varsity officials. B and JV tournaments are normally assigned to JV and B officials first. If the schools requests' varsity level officials for the finals of B and JV tournaments the Tournament Assignor will do so.
 - d. Assignments giving preference to a particular school or official are prohibited.
 - e. *Officials who have not taken/pass the basketball exam for the current year may not work varsity games.*
 - f. Officials must attend 5 SNOA meetings to work varsity games.
 - g. **For the 2011-12 season, all 4A Boys and Girls Holiday Tournament games will be officiated by three officials at two-person pay. Each official will receive \$40 per game.**
 - h. Officials must notify their Crew Chief and/or the Tournament Assignor of potential conflicts of interest they may have with a coach or school. These include employment at a school, children enrolled at a school, personal relationships with coaches and business relationships such as coaching club teams or teaching clinics with coaches.

2. Playoff assignment policies are:
 - a. To be playoff eligible, an official must attend at least 5 training meetings and must score at least an 80 on the NFHS Exam.
 - b. Rankings still apply during the playoffs. 4A/3A tournament slots are generally assigned to officials with 100/150 level ranking, 2A/1A tournament slots are generally assigned to officials with 150/200 level ranking.
 - c. Regional assignments will be spread out among the qualified officials where possible.
 - d. **No official will work a State Championship game two years in a row.**

EXCEPTION – Women officials may have to work multiple state games/every year in order to have a balance. This will allow the State Assignor to be able to assign women officials to girls state tournament games.

3. Officials are expected to complete the assignments they accept. It is the responsibility of the official to notify their Crew Chief and/or Tournament Assignor of changes in their schedule that alters their ability to complete their assignments. Officials may not swap assignments with other officials without the permission of their Crew Chief and/or Tournament Assignor

Other Policies and Procedures

1. The "**10 Things We Do Consistently**" as written in the **2011-12 Basketball Officiating Instructional Training Syllabus** are incorporated into this manual. They include:

- a. Disqualification Notification
- b. Technical Foul Administration
- c. Pre-game Communication
- d. Officials Pre-game Location
- e. Technical Foul Reporting
- f. Table Crew Communication
- g. Communication Prior to Games
- h. Arrive on the floor no later than 12 minutes before tip-off
- i. Put the ball into play without delay
- j. Enjoy the game

2. **SNOA policy permits the fining of officials who are out of uniform, late, miss assignments, turn back assignments after accepting them or switch assignments with other officials. Basketball has adopted the SNOA fine schedule without alteration - attached to the end of this document.**

3. Officials who work early games when later games will be played in the same gym must remain on site until their replacements arrive. If only one official is present at the game site that official should proceed through the pre-game procedure on schedule and conduct the game by him or herself if necessary. Once the game begins, the official who starts the game is entitled to complete the game, even if the scheduled official(s) arrive. However, the fill-in official(s) has the option of surrendering the game once the assigned official(s) arrives. Notify their Crew Chief and/or Tournament Assignor of any unusual circumstance that occurs.

4. If a game ends early and the officials for the following game have not arrived, it is not permissible for the officials on-site to begin preparations for the game to follow, nor start that game, before its scheduled time. These officials should remain on-site and act only if the warm-up time has begun for the next game and no new officials have reached the game site.

5. Officials traveling to remote sites are expected to travel together. The two/three officials must communicate well before the date of the contest and determine who will drive, where they will meet and when. Travel should be scheduled to allow arrival at least 60 minutes prior to game time.

6. The driver is encouraged to provide drinks and snacks for the trip. On longer trips, the driver is encouraged to buy meals as well.
7. Officials must be cautious in their conversation. While in the stands, each official is still representing SNOA and must limit their conversation with fans and with other officials. It is never permissible to publicly discuss another official, even with other officials, when fans, coaches or players are present. It is perfectly acceptable to answer questions about the rules; however, good judgment should be used when answering the question. Officials are discouraged from commenting to the media about any game, whether they worked it or not.
8. Officials should refer to team coaches as directed by their crew chief.
9. Members shall not directly or indirectly solicit games for themselves or others from coaches or other school personnel.
10. Members are expected to be on the court 12 minutes prior to the start of the game. They should arrive at the game site at least 1 hour prior to game time. An official is considered late if he/she arrives less than 45 minutes before varsity game time and 20 minutes before non-varsity games. Consistent violations within a season will result in a possible suspension until meeting with the Basketball Board
11. An official who fails to show up for any assigned game will be fined in accordance with the SNOA Fines schedule. A second violation within one season will result in possible suspension until meeting with the Basketball Board.

Transferring Officials

Eligible transfer officials must submit acceptable verification of prior officiating to the SNOA Basketball Board. Transferring officials must register with the SNOA and meet all existing SNOA criteria for Varsity list consideration. The transferring official will be given an opportunity to be observed in a game situation by an assigned evaluator(s).

Membership in Other Organizations

- (1) The SNOA Basketball Board does not require its registered officials to join or maintain membership in any organization other than a sanctioned officials association. However, membership in such outside organizations is permissible provided:
 - (a) The organization does not have guidelines, regulations, policies or procedures which conflict with those of the SNOA; and
 - (b) The organization does not practice discrimination.
- (2) Business unrelated to the SNOA officials program, such as recreational or youth league assignments, etc., shall not be a part of the agenda for any SNOA meeting. The assignment of officials to officiate SNOA athletic events shall not be influenced in any way by assignments to work non-SNOA events.

(3) A member of the basketball association cannot be in a leadership role (i.e. crew chief, board member, instructional chair, rules interpreter or assignor) if he/she is actively running a competing basketball association.

Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators. Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game administrators.

If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. *Following the ejection of a spectator, please file an incident report with your Crew Chief.*

One Final Note

Most comments from spectators, players and coaches should go in one ear and out the other. Granted, that's easier said than done. But turning a deaf ear to such criticism is crucial to maintaining focus and keeping a positive attitude. Constructive criticism from crew chiefs, assignors and veteran officials should be sought. If you solicit comments after working with a respected veteran, be prepared for what you might get. It's possible you'll find out you're not as good as you think you are.

SNOA BASKETBALL BOARD 12/11

Chair – Ed Brown

Drew Chupka

Camilo Adams

Phil Thompson

Brian Baughman

SNOA FINE SCHEDULE

Section 1. Fines. The Association shall maintain a schedule of acts by officials which are subject to fine. This schedule shall be prepared by the All Sports Board and approved by majority vote of the membership at the Association Annual Meeting. Each individual sport, with the consent of its members and the All Sports Board, may add sport-specific fines to the schedule, which shall be published in the Officials Manual for that sport. Individual Sports Boards are responsible for enforcing the fine schedule, and may delegate that responsibility in whole or in part to their Assignor.

SNOA Schedule of Fines

(Other fines affecting a particular sport may be found in the “Sport” manual)

Official Responsibilities - Game Assignment/s;	
TURN BACK GAME ASSIGNMENT AFTER SCHEDULED ¹	UP TO 25% OF GAME FEE
TURN BACK - “DAY OF” ¹	UP TO 100% GAME FEE + UP TO AN ADDITIONAL GAME FEE EACH OCCURRENCE
“NO SHOW” ASSIGNMENT/S – ALL SPORTS AND SCORERS AND TIMERS ²	100% GAME FEE + UP TO AN ADDITIONAL GAME FEE EACH OCCURRENCE
SWITCHING GAME ASSIGNMENTS OR ACCEPTING AN SNOA ASSIGNMENT FROM OTHER THAN THE ASSIGNER, ASSIGNER DESIGNEE OR CREW CHIEF ³	
Assigner or “Crew Chief” Responsibilities - Game Assignment/s;	
FAILURE TO ENTER OR MAKE GAME ASSIGNMENTS	UP TO 100% GAME FEE
Official Responsibilities – Other;	
FAILURE TO WEAR THE AUTHORIZED UNIFORM DURING GAME ASSIGNMENT/S;	\$ 10.00 UP TO 100% OF GAME FEE/S OR UP TO AND INCLUDING SUSPENSION
FAILURE TO WEAR PROPER ATTIRE, DEFINED AS “BUSINESS CASUAL” DURING TRAVEL TO AND FROM ASSIGNMENT/S	
FAILURE TO REMOVE OFFICIAL UNIFORM, WEARING THE OFFICIAL UNIFORM IN PUBLIC PLACES OR PUBLICLY DISCUSSING OFFICIALS, COACHES OR TEAMS	
NOT READY TO PERFORM ASSIGNMENT AT APPOINTED TIME ⁵ , “LATE”	
REPORTING TO PERFORM ASSIGNMENT AFTER THE SCHEDULED START TIME ⁶ .	50% OF GAME FEE UP TO 100% OF GAME FEE/S OR UP TO AND INCLUDING SUSPENSION

1. The acceptance “Date” used in Arbiter for assignment purposes shall always be at least 48 hours prior to assignment date. Assigners may use excessive “Declines” in Arbiter and continued “Turn Backs” in making future assignments. It is also understood that accepting a higher level assignment (such as a College “fill-in”) for that particular sport, shall be acceptable for turning back assignments, if the higher level assignment was made after accepting the SNOA assignments.
2. Emergencies, Automobile Accidents in route to assignment and Death shall be acceptable excuses for failure to completing a game assignment. (The official shall contact the assigner as soon as possible so the assignment may be covered.)
3. Switching game assignments or positions is never accessible unless by the assigner. Some plausible cases of switching may include; Tournament games where court or fields are “Switched” because of family members participating. However, the official shall first make every effort to contact the assigner. An official shall “Not” work an assignment if a family member is participating or attending that school.
4. If “Filling in” because of a “No Show” the official shall contact the assigner immediately following the game.
5. Appointed time varies from sport to sport however; the minimum acceptable time for any assignment shall be, 15 minutes. This is interpreted to mean; dressed, in place and ready to perform the assignment.
6. Start time is the posted assignment or game time.

FINE ADMINISTRATION

Individual Sports Boards or their designees are responsible for enforcing the fine schedule.

The following may be used as a guide by each Sport Board for “Fine” Administration;

1ST OFFENSE	TYPICALLY MINOR IN NATURE AND MAY OR MAY NOT INCLUDE THE MINIMUM FINE
2ND OFFENSE	TYPICALLY ASSESSED THE MINIMUM FINE BUT MAY BE ASSESSED THE FULL FINE SUBJECT TO THE DECISION OF THE SPORT BOARD
3RD OFFENSE	TYPICALLY A FULL FINE IS REQUIRED, MAY INCLUDE ADDITIONAL FINES AS DETERMINED BY THE EXTENT OF THE VIOLATION UP TO AND INCLUDING SUSPENSION. (SUSPENSION IS SUBJECT TO THE DECISION OF THE SPORT BOARD HEARING)
CONTINUED VIOLATIONS	MANDATORY SPORT BOARD HEARING; TYPICALLY RESULTS IN SUSPENSION BUT MAY INCLUDE RECOMMENDATION FOR EXPULSION.

FINE APPEALS

An Official may accept the “Fine” and continue in Active Status unless suspended by the Sport Board. The appeal of all “Fines” shall be administered as subject to the SNOA Constitution as follows;

**ARTICLE SIX
DISCIPLINE, ETHICS, FINES AND ACTIONS AGAINST MEMBERS
– Continued;**

Section 6. Appeal of Individual Sports Board Action. Within 30 days of the imposition of a fine or suspension by an Individual Sports Board, the member may appeal to the Ethics Committee according to their published policies and procedures.

Section 7. Appeal of Ethics Committee Action. Within 30 days of an action by the Ethics Committee, the member may appeal the decision by sending a letter to the Secretary or President of the Association, which shall provide the opportunity for a hearing before the Board of Control. An expelled member may request reinstatement at any time through the same process, provided at least one year has elapsed since the most recent hearing on the matter.

Section 8. Status of Officials After Suspension, Expulsion, and During Appeal. A fine, suspension, or expulsion is considered to be in effect during the appeal process, unless the President determines otherwise. Fines do not remove an official from Active status. Suspension by an Individual Sports Board removes an official from Active status only in that sport during the period of the suspension. Suspension or expulsion by the Ethics Committee removes an official from Active status in all sports, and from the Association as a whole.

Section 9. Procedural Requirements. Unless the official filing the appeal agrees otherwise, the hearing to resolve any appeal must take place no sooner than seven days after the receipt of the request for appeal, and no later than the date of the next regular instructional meeting of that sport after the seven day period. The official requesting the hearing may be present at the hearing, but not the deliberations, unless the Committee or Board agrees otherwise. The official may bring a representative with them, and may call witnesses in their defense, though the Committee or Board may limit the number. The Board, Committee or person originating the appealed act may be present at the hearing, but not the deliberations, unless the official is present as well. The Committee may set reasonable and identical limits on the length of presentation by all persons. Decisions must be rendered by the Board or Committee on the day of the hearing, and communicated to the official in writing.