

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 1

Subject: Professional Conduct

1. Officials of GCBOA shall exhibit the highest degree of professionalism at all times and avoid situations that give the appearance of unprofessional behavior or conduct. At a minimum, officials should adhere to the Officials Code of Ethics contained in the FHSAA Official Guidebook. Violations shall be subject to fine, not to exceed \$50.00, and/or suspension, as determined by the Board.
2. Officials of GCBOA shall not officiate games involving schools at which immediate family members (spouses, parents, and children) have affiliations.
3. Officials of GCBOA shall not officiate in games involving schools at which they are employed.
4. Officials of GCBOA, who are basketball coaches must adhere to the following:
 - a. The official shall not officiate in games, tournaments or playoffs involving the school where the official coaches. This applies to both genders.
 - b. The official shall not officiate in games, district or regional tournaments or other playoff games involving teams in the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
 - c. The official shall not officiate in holiday tournaments in the same bracket, as other teams within the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
5. Officials are responsible for notifying the Booking Commissioner(s) / Treasurer of any changes to their status during the season as soon as possible to allow the Commissioner time to make any changes to assignments if they determine it to be warranted.
6. **Officials must notify the Board of Directors upon any arrest or police incident report. Failure to do so will result in a suspension.**

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Policy Statement No. 2

Subject: General Membership and Board of Directors Business Meetings

1. The number of scheduled business meetings is set by the GCBOA Board of Directors.
2. There shall be (11) general membership meetings. Dates and times can be found on the GCBOA web site at www.gcboa.org.
3. The Board of Directors has final discretion of valid reasons for members not attending general membership meetings.
4. Fines as detailed in Policy Statement 7 will be assessed for any unexcused absence unless the member is on official business of this Association (members working games assigned by the Booking Commissioner are considered to be on official business of the Association).
5. Members will be able to initial sign in sheets for any mandatory meeting until 20 minutes after the meeting has started. After 20 minutes expires, the sign in sheets will be collected by the Secretary.
6. The calendar year for GCBOA will begin on April 1st and end on March 31st each year.

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Policy Statement No. 3

Subject: Testing and Training

1. Officials must successfully pass the FHSAA rules examination in order to be properly certified and receive assignments. The State of Florida shall establish the minimum passing score for the FHSAA rules examination. At the end of the examination cycle, officials who fail to take the mandatory FHSAA rules examination and attain a minimum score of 70 may be determined to be ineligible to be assigned games by the GCBOA Commissioner. A minimum test score of 75 must be attained to officiate Varsity Level games.
2. An official can work in the new school year based on the previous year's FHSAA test results. This privilege will be extended until the receipt of the current year's scores. Should an official receive a non-qualifying score, they cannot be assigned until a qualifying score is obtained on the current year Exam.
3. The Evaluation Committee shall conduct training sessions for Members prior to the rules test consisting of at least the following:
 - a. Rules to include intent of the rules
 - b. Current interpretations
 - c. Accepted mechanics
 - d. Officiating ethics
 - e. Uniform dress standards
 - f. Expected arrival times at game site
 - g. Pre-game and post-game procedures
4. The Association strongly recommends that all JV officials stay for at least one quarter of the Varsity game to observe Varsity officials.
5. Officials with less than 3 years of service and/or JV rated officials must attend off-season training in order to be considered for varsity contests the following year.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 4

Subject: Uniforms and Dress Code

1. Official uniform of the GCBOA. (**See *FHSAA Officials Guidebook 701.02***)
 - a. Shirt: Grey pinstriped V-Neck worn tucked inside of pants
 - b. Tee-shirt: Black crew neck worn under the grey V-Neck pinstriped shirt
 - c. Slacks: Black (belt loop or elastic waist, pleated or non-pleated)
 - d. Socks: Black
 - e. Shoes: Black
 - f. Game Jacket: Black (GCBOA logo)
 - g. Whistle- Black (Fox 40 style)
 - h. Lanyard, if used: Black
 - i. Belt: ***If worn***, black with no insignia, initials or large buckles

Note: Officials are encouraged to wear elastic waist pants.
2. Jewelry other than a wedding band or medical alert bracelet is prohibited.
3. Maintain a neat appearance, including wearing a neat and clean uniform, having a conservative haircut, and being clean shaven (a neatly trimmed moustache is permissible).
4. No unauthorized patches, pins or other items shall be worn on the uniform.
5. Since GCBOA is a public service organization, our goal must be to see that the demeanor and dress of all GCBOA officials reflect favorably on this organization. All officials are expected to maintain a neat and clean appearance and shall be suitably attired (business casual) to and from Middle, JV, and Varsity assignments.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 5

Subject: Financial Obligations

1. Membership Fee:
 - a. New/Renewal/Transfer Primary Members of the GCBOA \$110.00.
 - b. Primary Members shall receive a credit in the amount of \$10.00/General Membership Meeting attended. Officials assigned to work games through the GCBOA on Membership Meeting nights shall be entitled to the \$10.00 credit. The GCBOA Board may waive dues or grant meeting credits to Members on a case by case basis for good cause (i.e. injury, emergency, etc.), as determined in the discretion of the Board.
 - c. Secondary Members shall pay a Membership Fee of \$50.00. No \$10.00/meeting credits shall be given.
 - d. Seasonal Primary Members (“Snowbirds”) shall pay a Membership Fee of \$50.00. No \$10.00/meeting credits shall be given.
 - e. Late Registered Primary Members (members who register with the GCBOA after September 30 for the season) shall pay a Membership Fee of \$50.00. No \$10.00/meeting credits shall be given.
 - f. Membership dues shall be collected via deduction from income earned from officiating assignments as follows:
 - i. \$55.00 (\$50.00 for Secondary, Seasonal and Late Registered Members) out of the first pay period (December), if the Member is scheduled to receive a December payment; and
 - ii. Balance due or a credit toward dues already paid, as the case may be, at the last pay period at end of regular season.
 - iii. If only one pay period, the dues shall be collected at that pay period, less any credits for meetings.

2. Officiating Fees (travel Included):

a. Varsity 2 Crew	\$85.00/Official
b. Varsity 3 Crew	\$65.00/Official
c. JV 2 Crew	\$55.00/Official
d. JV 3 Crew	\$40.00/Official
e. Middle School 2 Crew	\$35.00/Official
f. Post-Graduate 2 Crew	\$100.00/Official
g. Post-Graduate 3 Crew	\$75.00/Official

3. All dues and other charges, such as fines, re-assignment fees, etc., will be deducted from any income earned from officiating assignments.

4. The Board shall set pay periods, which may be as few as one pay period at end of season.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 6

Subject: Jessica Lunsford Act Matters

1. Members are responsible for compliance with the Jessica Lunsford Act, which shall include payment for any and all fees associated with the same.
2. Members shall carry to games assigned by the GCBOA their Level II screening card or such other card as necessary to show evidence of compliance with the Jessica Lunsford Act screening requirements.
3. The Association may, but shall not be required, to seek reimbursement for the expense incurred by GCBOA Members in complying with the Jessica Lunsford Act, which reimbursement may be based upon a yearly average expense or the actual expense paid for the year of compliance, as may be determined by the Board.
4. **All** money received from the institutions for JLA reimbursement shall be distributed to the GCBOA Members. The Board shall determine the amount to be allocated and paid to each GCBOA Member.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 7

Subject: Fines

1. Failure to wear uniform as per policy statement No. 4 (FHSAA policy 3002)
 - a. 1st offense fine not to exceed \$50.00
 - b. 2nd offense fine not to exceed \$50.00 and/or suspension until reinstated by the GCBOA Board
2. Failure to report to the Booking Commissioner the ejection of a player, or coach from a game. This report must be made within 24 hours of the ejection by phone, e-mail or fax (FHSAA policy 3002).
 - a. 1st offense fine not to exceed \$75.00
 - b. 2nd offense fine not to exceed \$75.00 and/or suspension until reinstated by the GCBOA Board.
3. Turn Back / Re-Assignment, without good cause:
 - a. \$15.00 for each assignment turned back with more than 24 hour notice
 - b. \$25.00 for each assignment turned back under 24 hour notice
 - c. \$195.00, removal from the crew for the remainder of the playoffs and suspension from being on a 1 or 2 crew for the following year for members assigned by the Recommendation Committee and approved by the Membership to a post-season state playoff crew who turn back a playoff game assignment, without good cause.
 - d. Officials will have the opportunity to block dates ahead of the published schedules. In order to avoid turn-back fee, officials are encouraged to place and maintain their block dates by the specified time designated by the Booking Commissioner. Failure to comply will result in fine. In the case of legitimate emergencies or other sufficient extenuating circumstances, fines may be waived by the Booking Commissioner in 3(a) or (b), and fines and/or suspensions may be waived by the Board in 3(c).
4. The Board of Directors has the right to take other actions, including suspension of the member, for any misconduct by members of this Association.
5. A combination of any three fines for missed assignments or late to assignments may result in actions affecting future assignments, including possible suspension, as determined by the Booking Commissioner or Board of Directors.
6. Whoever starts a game finishes it, except in case of illness, injury or the official had a prior game assignment. This requirement may be waived by mutual agreement of the affected officials. *(Example: Official A is late to assignment; Official B fills in when Official A shows up during the 1st quarter. Official B has the option to work the entire game or allow Official A to take over.)*
7. The Board has the right to waive fines for good cause.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 8

Subject: Transfers / New Members

1. All officials transferring into GCBOA must be evaluated by the Evaluation Committee to obtain varsity status or provide letter of recommendation from President or Booking Commissioner of the association they are transferring from. Letter must include contact name and phone number.
2. If member transfers during season, it is up to the official to contact the GCBOA Board and request an evaluation.
3. The Evaluation Committee will assign a rating that will be utilized for placement at the appropriate level.
4. Transfers must meet the same minimum score requirements as members for placement at the appropriate level.
5. Transfers must comply with the Jessica Lunsford Act and obtain a statewide level 2 card to officiate games.
6. Transfers may be eligible for Post-Season Scholastic assignments in their first year with GCBOA if they meet GCBOA and FHSAA criteria.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 9

Subject: Grievance Committee

1. GCBOA Board of Directors (BODs) has adopted the following grievance procedure for remedying disputes between the association and members in good standing per the FSHAA Officials Guidebook, paragraph 204.03.
2. The chairperson of the Grievance Committee shall be appointed by the GCBOA President.
3. This Committee shall hear and render a decision to the Board of Directors on all matters brought against any member concerning suspensions, probations, terminations, and other disciplinary (or otherwise) actions not specifically addressed elsewhere in these policies and the GCBOA By-laws.
4. Should a member of the Committee be associated in any way with the grievance, he or she shall dismiss himself or herself immediately and entirely from the grievance-process related to such grievance.
5. All grievances must be presented in writing, to the Chairperson of the Grievance Committee within five (5) days of the alleged grievance and a copy sent to the President, via email to the email addresses for the Chairman and the President as listed in the Arbiter. **For a pay issue, the five (5) days are when the official is made aware of a discrepancy (pay sheet via online) in the Arbiter System.** The grievance must contain a brief description of the complaint, factual dates, events and a suggested remedy.
6. The Grievance committee will recognize the complaint by notifying the person who has filed the grievance in writing by email to the Grievant's email address listed in the Arbiter, within (30) days. The correspondence will contain 3 suggested dates, with time and location, up to (30) days in the future. It is the responsibility of the Grievant to make one of the suggested.
7. The Grievance Hearing may proceed even if a party does not appear and also may proceed if a party leaves the Hearing without a bona fide reason, such as a just-then developed family emergency, sudden personal serious illness, and the like.
8. Each party must bring sufficient copies of any document he/she intends to introduce as evidence at the Hearing with a copy each for:
 - a. The Grievance Committee
 - b. Grievance Committee Files
 - c. The Other party
 - d. Each party shall make a clear and concise presentation of the case, free from repetition and irrelevancies.
9. Procedures:
 - a. The Chairperson will describe and distribute to the committee members the complaint as filed. Following the reading, the Grievant may amend the grievance subject to any respondent's having sufficient notice and time to respond to such amended grievance.
 - b. If the grievance concerns or relates to a discipline matter, then the Grievant presents second, as management presents first; in such regard, management bears the burden of persuasion and of proof to prove just cause for the challenged discipline-imposed.

- c. Each party will be allowed to make a brief Opening Statement, if he/she wishes. An Opening Statement is a brief outline of the issues involved and what facts that party intends to prove. A party may waive Opening Statement, but one party's waiver of the right to make an Opening Statement does not likewise waive the other party's right to make an Opening Statement.
 - d. The grievant will detail each point and may call witnesses to support his or her testimony.
 - e. At any time during the hearing the committee may ask questions and/or call upon members to provide definitive association policy.
 - f. Closing Statements may be presented by each party and consist generally of final arguments by the parties and brief summations of the testimony and other evidence at the Hearing. Closing Statement is not a time for new evidence, nor shall new evidence be presented then, but rather, Closing Statement is a time for brief summarization of the case such party presented. A party may waive Closing Statement, but one party's waiver shall not be a waiver of the other party's right to present Closing Statement.
10. Extensions by either party may be granted upon written requests and acceptance by both parties. In the event the parties cannot agree upon an extension, then the Chairperson shall decide and resolve the problems related to any non-agreed upon extension request.
 11. Upon completion of the hearing, the committee will forward its decision within (10) days to the Board of Directors and notify grievant in writing by email to the addresses listed in the Arbitrator.
 12. The decision of the Grievance Committee must not be in contravention of the FHSAA Rules, Regulations and/or Guideline, the GCBOA Constitution or the GCBOA Policies and Procedures.
 13. The decision of the Grievance Committee is final.
 14. No reprisal, harassment, retribution, nor any other negative action/inaction shall result from a party's witness', representative's, and/or the Grievance Committee's participation in the Grievance-process

Effective November 14, 2015 – rev.

GULF COAST BASKETBALL OFFICIALS ASSOCIATION POLICIES & PROCEDURES

Policy Statement No. 10

Subject: Recommendation Committee

1. Committee Members must have three (3) years of experience officiating basketball with varsity status with GCBOA.
2. Members assigned by the Recommendation Committee and approved by the Membership to a state playoff crew who turn back a playoff game assignment, without good cause, shall be removed from the crew for the remainder of the playoffs and will be fined \$195.00 and will be suspended from being on a 1 or 2 crew for the following year. In the case of legitimate emergencies or other sufficient extenuating circumstances, fines and/or suspensions may be waived by the Board.