

# **TACOMA BASKETBALL OFFICIAL ASSOCIATION BY-LAWS**

(July 2023)

## **Article I: NAME**

The organization's name shall be the Tacoma Basketball Officials Association, referred to as the TBOA, a Member Officiating Group (MOG) of WOA.

## **Article II: MISSION STATEMENT**

1. The TBOA aims to provide qualified officials for WIAA-sanctioned regular season, postseason events, and other organizations.
2. To improve the standards of basketball officials.
3. To provide discussion and interpretation of NFHS rules, mechanics, and signals.
4. Encourage enrollment by recruiting, training, retaining competent officials, and maintaining a diverse group.
5. To foster close cooperation and understanding between the WIAA, WOA, press, athletic personnel, and other organizations.
6. To promote good fellowship among its members.
7. To further the interest in the professional field of officiating in general.
8. Elect an Executive Board who are leaders and responsive to the needs of the Member Officiating Group.

The Goals of TBOA Officials are to:

- \* Accept the role of official in a poised, humble manner. Showboating and over-officiating are not acceptable.
- \* Maintain confidence and poise, controlling the contest from start to finish.
- \* Know the rules thoroughly and abide by the established WOA Code of Conduct NFHS / NASO Code of Ethics.
- \* Control and enforce sportsmanship as required during games per national NFHS rules and as required by the WOA discriminatory, harassing behavior policy.

### **Article III: MEMBERSHIP**

**Section 1: THE MEMBERSHIP:** TBOA is open to an unlimited number of WOA registered and certified officials. Membership is for one year, beginning September 1 and concluding August 31. All persons assigned in any capacity must abide by the WOA Code of Conduct, which is set out in Article IV of WOA Bylaws and can be accessed at the following link: [WOA central hub](#)

Members shall meet WOA registration/dues requirements, which consist of two categories: Registered and Certified. The member, upon joining TBOA, must pay annual membership dues.

**Section 2: CLASSIFICATION OF MEMBERS:** The Tacoma Basketball Official Association members will be divided into two (2) categories from the active membership.

1. Varsity Officials: Those members rated in the top fifty-five (55) officials on both the boys and girls ranking list of the Board's rating policy.
2. JV Officials: Those members who do not fall into the abovementioned category.

**Section 3: TRANSFER / RETURNING OFFICIALS:** All officials transferring from another Member Officiating Group (MOG) or a returning TBOA official will be required to complete the WOA / TBOA registration requirements. It may be necessary to perform an on-court observation.

### **Article IV: FORFEITURE OF ACTIVE MEMBERSHIP**

Definition: Forfeited membership in the TBOA eliminates that person from receiving any post-season assignments, from voting at general membership meetings, from retaining TBOA Executive Board office and may include other actions the TBOA Executive Board feels necessary to maintain the integrity of the association.

**Section 1: ACTIVE MEMBERSHIP:** shall be forfeited for the following:

1. For failure to attend (3) three of the TBOA scheduled general membership meetings.
2. For failure to complete the State Rules Clinic and pass the written test required by the WOA.
3. For violation of the TBOA Grievance Guidelines.
4. For violation of any section of the Tacoma Basketball Official Association (TBOA) or the Washington Officials Association (WOA) By-Laws and NFHS / NASO code of ethics.

**Section 2: FORFEITED MEMBERSHIP PROCEDURE:**

1. Active membership is forfeited at the time one or more of the violations listed in Section 1.
2. At the direction of the TBOA Executive Board, the assigning secretary will notify the official that all assigned games will be suspended as of a specific date. The procedure outlined in the TBOA grievance guidelines is that disciplinary action and due process shall be followed.

## **Article V: ASSIGNMENTS**

The TBOA Executive Board establishes assignment policies and retains the right to monitor assignments to ensure compliance with existing TBOA policies. The TBOA Executive Board will authorize the assigning secretary to make game assignments. Requests for services from any other officiating group (MOG) other than the TBOA shall be directed through the TBOA Assigning Secretary. They must have the approval of the TBOA Executive Board.

### **Section 1: ASSIGNMENT POLICIES:**

1. All WIAA-sanctioned school games and contracted recreational league games will be assigned by the TBOA Assigning Secretary and their representative.
2. Games will not be traded or exchanged between officials. After accepting a game where an official cannot work, the game will be turned into the Assigning Secretary for re-assignment.
3. Once accepted, a game will not be canceled for getting a game from another officiating organization without the consent of the Assigning Secretary.
4. Only WOA Certified Officials will officiate High School Varsity games when assigned. WOA Officials that are registered or certified will officiate Junior High School and Junior Varsity, Middle School, and Recreational level games as assigned. This is by the WOA / WIAA Interlocal Agreement.
5. As a general guideline, assignments will be made according to the Official's rating with additional consideration given to availability, level of contest, the ability of officials to work as a team, and the number and variety of games to be officiated on the given day.
6. By the WOA assigning secretary guidelines, members are expected to honor service boundaries year-round. Member Officiating Groups (MOG) and their respective WOA members should respect the service boundaries agreed upon by the WIAA and WOA. This includes events held at member schools involving members, schools, coaches, and student-athletes. Member Officiating Groups and officials found in violation will be disciplined according to the misconduct guidelines/articles.

### **Section 2: POST SEASON SELECTIONS:**

League, District, and Regional/State Tournament selections will be based on policies and criteria established by the TBOA Executive Board.

To be eligible for post-season assignments, officials must work ten (10) varsity games in the current year. To qualify for a state assignment, officials must work twelve (12) varsity games within the venue, boys or girls, in the current year. A varsity official must be on the varsity list for 2 (two) consecutive years to be eligible for an assignment at any State Tournament. All officials selected for appointment to any State Tournament will be eligible for selection for 2 (two) years in a row and will then be required to sit out a "third" year before returning. This applies to any TBOA official that worked 2 (two) State Tournaments consecutively, whether it be boys' or girls' games.

1. League Tournament: Selection will utilize current rankings from both boys' and girls' lists as a guide. Consideration of availability and other factors may preclude the assignment of a particular official to a specific game. League tournament assignments will not affect the selection for District assignments.
2. District Tournament: Selection will be made by the Assigning Secretary utilizing the top twenty (20+) available Varsity officials based on the current boys and girls ranking list. The number of games received depends on the allocations received from District Secretaries.

3. Regional/State Tournaments: Names of officials sent to WOA / WIAA are according to the current rankings from boys and girls lists for the year in question. Selections are made using the policies and criteria established by the TBOA Executive Board and take into consideration availability, years, and level of experience and are governed by the number of allocations given to this Board. The selection of Alternates follows the same basic procedure.

**Section 3: EVERY REASONABLE EFFORT:** This is made to ensure fairness and equity with assignments and to balance that with the responsibility to provide qualified officials for each contracted contest and the restrictions of availability and conflicting schedules. Any official who believes they have not been treated fairly within the general assignment policies listed above may present those beliefs, in writing, to the TBOA Executive Board.

**Section 4: PAYMENT FOR SERVICES:** Payment to the officials will be based on the timely receipt of money owed from schools and recreation organizations.

#### **Article VI: TBOA EXECUTIVE BOARD**

**Section 1:** The TBOA Executive Board comprises five (5) members. All TBOA Executive Board members shall remain in good standing during their term on the board.

1. Three (3) officer positions are filled each year with terms beginning April 1 by (1) election and (2) secessions. Yearly, a newly elected secretary will have an appointment for a 3-year commitment and move in succession from Secretary to Vice President. The Vice President will move in line to President.

\* The TBOA President will chair regular membership meetings and rule on matters of TBOA Bylaws. Questions of procedure shall be decided according to Robert's rules of order.

\* The TBOA Vice President will chair in the absence of the TBOA President.

\* The TBOA Secretary will keep the official minutes of meetings.

2. Election of remaining two (2) Executive Board members. Training chair: 2-year commitment voted on odd years. Technical chair: 2-year commitment voted on even years. Terms begin on April 1st.

\* TBOA (2) year Board Members will perform such duties as assigned by the President.

3. Quorum: Three (3) TBOA Executive Board members shall be considered a quorum, and the majority vote of those present shall prevail.

4. Procedure for elections: The membership shall elect the TBOA Executive Board members annually before April 1. Each member will be entitled to one vote. Nominees for the Executive Board must be submitted to the TBOA Executive Board within thirty (30) days before the election date. A board position within the TBOA member officiating group requires active membership in good standing for at least three (3) years.

5. Elected TBOA Executive Board members shall take office immediately following the election. The method of voting may be in person, electronic, or both.

6. Procedure for vacancies: In case of a vacancy in the membership of the TBOA Executive Board, the remaining members shall fill the unexpired term of such member by appointment. Such appointment is made according to the qualifications and must be a member within the MOG in good standing.

## **Section 2: TBOA EXECUTIVE BOARD RESPONSIBILITIES:**

The Executive Board shall have the following responsibilities:

1. The Executive board will direct the general management of funds and business of the Member Officiating Group. The fiscal year for the Board shall run from September 1st to August 31st.
2. Take disciplinary action against a member who violates rules or regulations.
3. Establish the policies and make decisions necessary to conduct all business in the Member Officiating Groups' best interest.
4. Create committees as required. The Executive Board may direct committees to submit written reports when necessary. The Executive Board will present written findings of fact and recommendations.
5. The Secretary's minutes will record such documents presented by committees to the Executive Board unless directed to submit a written report; committee chairs or their representatives may report orally to the Executive Board at regularly scheduled meetings or submit reports electronically or in writing to the Executive Board.
6. Select, hire, and evaluate Assignor, financial managers, and other contractors or independent contractors as necessary. The Executive Board shall determine all on an annual basis. The TBOA Executive Board may establish its MOG policies to further the best interest of TBOA. A policy may include but is not limited to, local membership requirements, training, ratings, evaluations, assigning, finances, uniforms, and playoff and tournament elections. Executive Board policies shall not conflict with the TBOA By-Laws.
7. The Executive Board will manage an apprentice/training program.
8. Appoint a Grievance Committee, if required, made up of a minimum of three (3) TBOA members in good standing (may include board members), to hear and decide appeals involving the suspension or expulsion of officials and grievance issues described in the grievance guidelines. Hear and determine all protests and questions not explicitly defined by the Bylaws.
9. Perform any other TBOA (MOG) functions.

## **Article VII: ASSIGNING SECRETARY**

1. Assign officials to all WIAA-sanctioned school games and contracted recreational league games.
2. Maintain a record of assignments and games played.
3. Maintain monetary accounts for the TBOA
4. Make payments to officials as necessary for non-WIAA sanctioned games.
5. Collect registration fees, dues, fines, and assessments from officials.
6. Bill schools and recreation organizations for money due.
7. Maintain personnel and financial records of officials.
8. Be an official spokesperson for the TBOA and represent the Board in all matters that concern the TBOA.
9. Quarterly, or when requested, provide a financial report for the TBOA Executive Board. Be prepared for an audit at any time the TBOA Executive Board requires.

10. Maintain an avenue of constant communication between the WOA and the WIAA.

11. Adhere to WOA Assigner Guidelines.

## **Article VIII: DUES AND FEES**

Annual registration dues/fees for WOA and TBOA are to be paid before the start of the basketball season. Dues/fees may be deducted through Arbiter. WIAA shall establish game fees for WIAA-sanctioned contests. Game fees, including an assigning fee, for other than WIAA-sanctioned contests shall be appointed by the Assigning Secretary of the TBOA and approved by the TBOA Executive Board.

## **Article IX: OFFICIAL UNIFORM**

The official uniform for both men and women representing this Board will be the approved WOA black and white sleeve shirt worn inside black slacks. The slacks shall not be cuffed, pegged, or of a flare design. The belt shall be black (no buckle) and worn when belt loops are present. Footwear will be Black shoes, black laces, and black socks. Any official assigned to a Varsity game must wear the warm-up jacket approved by the Board with the approved TBOA patch. Lanyards are required with the whistle.

## **Article X: EVALUATIONS**

**Section 1: EVALUATION SYSTEM:** An evaluation system will be utilized to determine the ranking of each member and compile a list for boys' and girls' WIAA basketball. The TBOA Executive Board will determine the system for evaluation. The TBOA Executive Board may hire or appoint an independent individual(s) to perform the evaluations. The TBOA Executive Board, who are all active officials, by all efforts shall remove themselves from the evaluation ranking process to avoid any perception of favoritism. (See exception section #4 below).

ALL QUESTIONS AND CONCERNS REGARDING EVALUATIONS SHALL BE DIRECTED TO THE EVALUATOR(S).

**Section 2: EVALUATION RATING:** shall be from the first games of the high school season until the end of the regular high school season and may include postseason play. At the end of this rating period, all evaluation ratings received will be compiled and computed to determine the preliminary ranking of each official in the Varsity and JV respective categories.

**Section 3: VARSITY LIST:** comprises the highest ranked 55 officials qualified to be considered for boys' and girls' basketball. The size of the list will remain at 55 unless it is determined necessary to accommodate the number of assignments. Should an official on the varsity list end their membership in the TBOA, those officials below them shall move up one numerical position. Varsity officials who do not rate high enough to maintain a ranking on the varsity list during a specific season will move down to the JV list. All officials must maintain a professional standard that complies with WOA, TBOA, and NFHS standards.

**Section 4: OTHER EVALUATION SERVICE CRITERIA:** officials evaluations from the evaluator(s) comprise 80 % of the ranking selection. Other criteria provided by the Assigning Secretary to the evaluator for computing, comprising 20% weight, are:

1. Attendance in meetings - 10 points
2. Level of participation to include non-varsity assignments - 10 pts
3. Overall assignment compliance - 10 pts
4. Professional Conduct in keeping in compliance with WOA, TBOA, and NFHS standards - 10 pts

Exception: The TBOA Executive Board and Assigning Secretary may be providing additional information, personal or confidential, about the current officiating season, which may affect the final ranking lists. Any significant disparity discovered from the prior year's list may also involve the right of intervention.

**Section 5: THE RESULTS OF THE PRELIMINARY EVALUATION RANKING:** will be available after May 15th. THE RESULTS OF THE FINAL RANKING, which includes the other evaluation criteria, will be made available to each member on or shortly after August 31st.

**Section 6: ALL RATING INFORMATION AND DATE IS CONFIDENTIAL** and will be maintained on file for two (2) years by the Evaluator.

**Section 7: OPT-OUT EVALUATION CLAUSE:** Any official may opt out of being evaluated. The official must write to the assigning secretary before starting the upcoming high school regular basketball season. Opting out forfeits their rights to be listed as a ranked official on the Varsity or JV list for the next basketball season. Ranked officials that opt out for the upcoming season will continue to be assigned games by the current ranking.

#### **ARTICLE XI: AMENDMENTS TO THE BYLAWS**

Any Active member may present a written proposal for amendment\change to the Bylaws to the TBOA Executive Board for consideration. The TBOA EXECUTIVE BOARD will use the following procedure for ratification.

1. The written proposal is to be presented to the general membership.
2. After the second presentation to the general membership, a vote is taken. Adoption of the proposal requires a 2/3 majority of the voting members present.