



2009-10 Operating Procedures

Introduction The Board of Directors (the “Board”) has adopted these Operating Procedures, by which, in addition to the Constitution and By Laws, the Commerce Basketball Officials Association (the “Chapter”) will be governed. It is the intent of the Board that all Chapter members have a copy.

Purpose The intent of these Operating Procedures is to provide the membership with the methods used by the Board in the Chapter operations. It further details the Board’s expectations and objectives of the membership in the service to the schools, the Chapter, and to basketball officiating in general. These procedures are supported by the Constitution and By Laws of the Commerce Basketball Officials Association.

Revisions These procedures may be revised as necessary by the Board to conform to such needs of the Chapter as they may arise. These procedures are reviewed annually by the Board. Revisions to the Operating Procedures can be suggested by the general membership. Such suggestions should be submitted to the President in writing. The Board, by majority vote, will approve any and all changes to the Operating Procedures.

Membership Requirements

To be a member in good standing and eligible for postseason game assignments and Chapter privileges as seen fit by the Board, members must satisfy the following requirements.

Meeting Attendance	Attend a required number of meetings.
Regional Rules Clinic / State Meeting	Attend a regional rules clinic or the annual state association meeting, if one is available.
Submission of Required Data	Provide and update contact information as well as submit all appropriate forms as required by the Chapter state association.
Financial Responsibilities	Pay state dues, Chapter dues, assignment fees, and fines.
Rules Testing and Evaluations	Submit answers to the Basketball Exam or other testing as required by the Chapter.
Uniform and Dress Standards	Maintain required uniform and grooming standards.
COPE Video	Watch the COPE video.

Meeting Attendance

Meetings

The general meetings are used for verifying schedules, handling administrative issues, and discussing rules, interpretations and game situations.

For the 2009-10 season, there are 8 meetings. General meetings are typically held on Sunday or Wednesday evenings at Greenville High School at 6:30 pm. The Board may establish other general membership meetings that may or may not count towards the required number of meetings. All members must attend at least 5 of the 8 scheduled meetings to remain in good standing.

Attendance of an annual state meeting counts toward the required number of meetings. The district meeting will count only if it is held concurrently with a regular Chapter meeting.

A member shall receive credit for meeting attendance when honoring a game assignment by, or other commitment to, the Chapter.

Schedule

The Board will publish a meeting schedule prior to the season. If the Board cannot supply the entire schedule, or if the meeting dates need to be changed or added, the Board will notify the general membership of upcoming meetings and provide ample time for scheduling purposes.

All scheduling or fine disputes with regard to meetings shall be settled by the Board.

Training

Additionally, a preseason clinic will be held for new members and returning members who wish to attend. It is recommended that all new members and 2nd-year officials attend all training sessions. The Board may require any member of the Chapter to attend the preseason training sessions.

New members, 2nd-year members, and other required members who do not attend these training sessions may be subject to rejected membership, termination of membership, or other penalty as determined by the Board.

Life Membership

An active member may submit to the Board a recommendation for an individual to become a life member of the Chapter. The Board will determine the eligibility for this honor.

Submission of Required Data

All members must submit certain personal data in order to facilitate game assignments and Chapter membership as well as certain forms required by the state office or the Chapter.

Personal Data All members must provide the Board contact information and certain personal data. Some information is required by the state association and other information is required by the Chapter in order to contact officials and publish information to facilitate communication.

The Board shall provide new and returning officials the proper forms to complete this information. The Board shall compile all submitted information and publish it so that all officials are able to contact each other.

It is the responsibility of each member to provide updated personal information when necessary. Failure to provide updated personal information can result in fine, termination of membership, or other penalty as determined by the Board.

Personal information required by the Chapter includes but is not limited to the following:

Type of Information	Required By	Public*
Full name	State and Chapter	Yes
Home address	State and Chapter	Yes
Social Security Number	State	No (sent to State)
Phone numbers	State and Chapter	Yes
Email address	Chapter	Yes
City where you work	Chapter	No
Availability for games	Chapter	No
Recent photo	Chapter	Yes

**Public relates to providing information to Chapter members, not to the general public.*

Name: It is obvious why the Chapter and state office require each member’s full name.

Home address: The home address is required by the state office and used by the Chapter to send materials, payment checks, and other information to members.

Social Security Number: Required by the state office.

Phone numbers: There are often changes in game times, canceled games, and other reasons when the Assignment Secretary or any member needs to contact an official. All members are encouraged to submit all applicable phone numbers (home, work, cell, etc.) to facilitate efficient communication between members.

Email address: The Chapter requires an email address from each member. Schedules, notifications, and other important information are communicated via email.

City where you work: This information is used by the Assignment Secretary when making game assignments.

Availability for games: This includes the time you can leave for a game, the days when you are available to officiate, and the days when you are unavailable.

Recent photo: Photos will be published for Chapter members.

Submission of Required Data (continued)

In addition to personal information required for game assignments and other Chapter and state needs, there are certain forms that are required.

Submitting Forms

The following is a list of forms members may need to submit.

Form Name	Required By	Who Must Submit	When
Membership Application	State office and Chapter	All members	Annually
UIL Incident Report	, UIL, Chapter	Members who encounter a reportable incident	Within 48 business hours of incident

Membership Application: Membership Applications shall be provided to all members and are required annually. Members can indicate on the form whether they are a new member, a renewing member, or a reinstated member. These forms must be completed every year and each member must complete a separate application for each sport officiated.

These application forms shall be submitted by each member to the Board. The Board shall compile and submit all forms and monies to the state office.

Required information for this form includes the appropriate sport (basketball), full name, date of birth, home phone, cell phone, work phone, cell phone provider, social security number, mailing address, city, state, zip code, email address, chapter name, and chapter code. All application forms must be signed and dated by the appropriate member.

UIL Incident Report: Any conflict or confrontation between officials and players, substitutes, coaches, trainers, team physicians, cheerleaders, band members, mascots, parents, fans, or any other persons affiliated with the teams in a contest officiated by a member of the Chapter shall be verbally reported to an officer or other Board member within six hours of the incident. The officer receiving the report will determine if a formal incident report submittal is required.

The following is a list of offenses that **MUST** be reported to the UIL within 48 hours of the incident occurrence.

Coach Ejection(s)
Fan Ejection(s)
Verbal Abuse
Early Termination of a Game
Physical Contact

Other incidents may need to be reported. Officials should immediately contact an officer or other Board member to discuss a questionable incident.

Failure to submit a required incident report within 48 business hours of the incident may result in a \$50 fine to the member(s).

Financial Responsibilities

All members – new, returning, and reinstated – must pay state dues, Chapter dues, assignment fees, and any fines levied for failure to follow UIL, , or Chapter rules and regulations. Chapter dues, assignment fees, and fines levied by the Chapter support the cost of administering the Chapter. Reinstatement fees and state dues are required by and sent directly to the state office. The following table lists the dues, fees, and amounts.

Dues and Fees

Type	Amount	Who
Chapter Dues	\$100	All members.
State Dues	\$50	Returning members
Reinstatement Fees	\$25	Any previous member who has not paid, or was late in paying the previous years' state dues. The reinstatement fee is in addition to the standard state dues. There is no reinstatement fee for the Chapter.

Chapter Dues: All members, except first-year officials, must pay \$100 to the Chapter. In an effort to recruit and retain officials, the Board has elected to provide a 50% discount to new officials, making their Chapter dues \$50.

State Dues: State dues are set each year by the state association and are currently \$50 for returning members and \$25 for first-year officials. State dues for the following season are due to the Chapter no later than March 1 each year.

Reinstatement Fees: Failure to pay state dues or submit a completed and signed membership application by March 1 results in a mandatory \$25 reinstatement fee.

Payment

Checks for dues and fees payments should be made payable to Commerce Basketball Officials Association. If cash payment is preferred, it should be given to the President, Vice President, Assignment Secretary, or Treasurer.

Payment Deduction

Because of the Chapter's obligation to the state office, the Chapter may deduct state dues a year in advance so that timely payment can be made.

Fines and Appeals

All members shall pay fines levied against them in a timely manner. Members who do not pay fines in a timely manner shall face suspension of assignments and/or membership.

Members who wish to appeal a fine shall do so in writing to the President or Treasurer. After review of the written appeal, the Board can reconsider the fine, reject the appeal, or request that the member appear at a hearing before the Board.

Rules Testing and Evaluations

Basketball Exam All members must take the annual Basketball Exam and receive established minimum grades to remain in good standing.

This exam is offered online and administered by the Chapter. The Board will announce when the administration of the exam will take place each year. For those who take the test administered by the Chapter, there will be no failing grades. The purpose of the test is to learn the rules, not preclude anyone from officiating for the Chapter.

If a separate meeting is scheduled to administer the test, this meeting will not count for minimum attendance purposes.

Other Testing The Board may require an official to take additional testing for various purposes.

Evaluations All active officials in the Chapter are eligible for evaluation. Evaluations may be conducted by the Board, the Evaluation Committee, general members, or new officials who wish to provide feedback on training or on the support provided by senior officials.

All evaluations should be submitted to an officer of the Board.

Uniform and Dress Standards

Game uniforms, dress to and from games, and personal appearance standards are explained below. Uniforms should be properly fitted, neat, and clean. The Board makes decisions on any changes in the required uniform.

Required Uniform	Shirt	Black and white vertical striped V-neck shirt. A gray, striped shirt may be worn if all game officials have one.
	Black slacks	Preferably pants that DO NOT require a belt. (If a belt is worn, it must be solid black.) Slacks made of denim material shall not be worn. Pants should not be too tight, too long, or too short.
	Black shoes	Shoes shall be solid black with the possible exception of a shoe brand name or small logo, but such names or logos must be discrete and either white or gray. Shoes should be shined.
	Black socks	Any part of the socks that can be seen shall be solid black.
	Lanyard	Lanyard is required and must be solid black.
	Whistle	Fox 40 or similar whistle that is solid black.

Uniform violations may result in fines, termination of membership, or other penalty as determined by the Board.

Grooming Standards Basketball referees must project a professional image.

Each male Chapter member shall ensure that his hair be neatly trimmed and project a professional image. Shoulder-length hair and non-standard hair cuts such as Mohawks, spiked hair, ponytails, etc. are not acceptable. Facial hair, other than a neatly trimmed mustache are discouraged. It is strongly suggested that male officials who want to improve their schedule not wear beards.

Each female Chapter member shall restrain longer hair in a ponytail.

To and From Game Sites Street clothes worn to and from game sites must be appropriate, neat, and clean as to project a professional image. Shorts, tank tops, T-shirts, etc. are not considered professional. Earrings, other piercings, and jewelry shall NOT be worn within the confines of a game site.

Wearing Uniforms Off the Court Officials are discouraged from wearing their uniforms to and from the game. If a uniform is worn off of the court, officials should cover their shirt with a jacket or another shirt. Officials shall NOT wear their uniforms while sitting in the stands observing other games.

Dress for Scrimmages The dress code for scrimmage assignments is amended to allow loose, black, athletic shorts and white socks. Officials can also wear solid black wind pants. A black and white striped V-neck shirt and black shoes are required for scrimmages.

Board of Directors and Hired Positions

Composition The Board of Directors (the “Board,” is composed of members either elected by the general membership or hired by the Board. ***Only elected members of the Board have voting privileges.*** Currently, the Board is comprised of the President, Vice President, Assignment Secretary, Assistant Assignment Secretary (if applicable), Treasurer, and five at large representatives.

Responsibilities The Board is empowered, authorized, and charged to supervise and manage the affairs and business of the Chapter and to determine and enforce its policies. The President, Assignment Secretary, and other persons approved by the Board have the authority to represent the Chapter to the University Interscholastic League (UIL), schools, other chapters, media, and other entities.

In addition to voting members of the Board, the Board may hire, appoint, and select individuals to perform certain duties as set forth by the Board.

Current Board	President	Gary Hale
	Vice President	Bruce Ivey
	Board Member 1	Danny Bowman
	Board Member 2	JD Rachal
	Board Member 3	Buck Edwards
	Board Member 4	Courtney Chancellor
	Board Member 5	Mitch Leathers
	UIL Representative	Mitch Leathers
	Assignment Secretary	Bart Calahan
	Assistant Assign. Sec.	Mitch Leathers
	Treasurer	Tony Flippin

The following is a list of voting Board positions and the required functions.

President The President shall preside at all meetings of the Chapter and of the Board and make every possible effort to further the policies adopted by the Chapter. Along with the Assignment Secretary and other persons approved by the Board, the President is the Chapter representative to schools, other chapters, media, and other entities. The President may submit a vote for a matter before the Board.

Vice President The Vice President shall perform the duties of the President in the case of that person’s absence or inability to act as President. The Vice President shall serve as the election judge, take nominations for candidacy, and make sure votes are counted correctly. The Vice President may submit a vote for a matter before the Board.

At Large Members At large Board members shall assist in determining and enforcing the policies of the Chapter. At large members may submit a vote for a matter before the Board.

UIL Representative The UIL Representative shall be the Chapter’s representative to the University Interscholastic League and perform duties as provided by UIL Basketball, including providing input and votes on the Chapter’s behalf to the UIL Basketball Board. The primary responsibilities of the UIL Representatives will be: the interests of the Chapter, the interests of basketball officiating in Texas, and other responsibilities as set forth by the UIL Basketball Board. The UIL Representative will be elected annually to a 1-year term in a general membership election, and shall not be a member of any other high school basketball officiating association. There is no limit to number of consecutive terms. The UIL Representative may submit a vote for a matter before the Board.

Board of Directors and Hired Positions (continued)

The following is a list of hired positions and the required functions and payment information.

Assignment Secretary

The Assignment Secretary:

- (1) Has sole authority to make all UIL game assignments to Chapter members, other than those assigned by the UIL in accordance with the Constitution and By Laws and Operating Procedures of the Chapter. This includes scrimmages, regular season and district games, all postseason games, and other UIL-assigned games for which the UIL does not choose the officials.
- (2) May, with the approval of the Board, enlist the help of an Assistant Assignment Secretary to perform the duties of the Assignment Secretary. Any payment for the Assistant Assignment Secretary will come from the monies allotted for the payment to the Assignment Secretary.
- (3) Must learn to utilize the Chapter's method of assigning games and continue to look for better and more efficient ways to perform his or her duties.
- (4) Is, along with the President and other persons approved by the board, a Chapter representative to the schools, other chapters, media, and other entities.
- (5) Is, along with the President and other persons approved by the board, authorized to sign letters on behalf of the Chapter.
- (6) Will serve in an advisory position to the Board, attend Board meetings as needed, and strive to enforce the policies and procedures of the Chapter.
- (7) Must not be a member of another chapter.
- (8) Will be compensated for his or her duties. Compensation will be a minimum of \$5,000 and payable as the Board sees fit throughout the season but no later than March 1, subject to availability of Chapter funds. The financial health of the Chapter is priority.

Assistant Assignment Secretary (Optional)

The Assistant Assignment Secretary, if needed, operates as directed by the Assignment Secretary or with the Assignment Secretary's authority in his or her absence. The Assistant Assignment Secretary shall be compensated in an amount agreed upon in writing by the Assignment Secretary and the Assistant Assignment Secretary before any functions are performed. Any compensation will be payable as the Board sees fit throughout the season but no later than March 1, subject to availability of Chapter funds.

Treasurer

The Treasurer:

- (1) Must manage the financial affairs of the Chapter.
- (2) Will make deposits of monies paid to the Chapter into the Chapter's account(s).
- (3) Will reflect the names, amounts paid, and method of payment, including check number where appropriate, of any person or entity making a payment to the Chapter.
- (4) Will pay the Chapter's bills in a timely fashion.
- (5) Must provide financial status to the Board when requested.
- (6) Must seek monies owed to the Chapter.
- (7) Must make payments to officials in a timely fashion, including managing tournament games called, dues owed, fees owed, and fines owed.
- (8) Will be compensated for his or her duties. Compensation will be a minimum of \$1,000 and payable as the Board sees fit throughout the season but no later than March 1. However, all payments by the Chapter to the Treasurer are subject to availability of Chapter funds. The financial health of the Chapter is priority.

Game Assignments

- Criteria for Assignments** Game assignments shall be based on competence only. Age, gender, race, years of experience, position or status within the Chapter, shall not be factors affecting game assignments.
- Scheduling Software** Officials will receive game assignments online via email or by signing into the Chapter’s scheduling software (ArbiterSports.com). Once a game is accepted online or verbally, turning back the assignment or no-showing may result in fines.
- Who Makes** All game assignments will be made by the Assignment Secretary or other persons approved by the Assignment Secretary. Assignments will be made based on availability, scratches sent by coaches, and officiating abilities. While the Assignment Secretary may receive evaluations, comments, and recommendations from Board members or other officials, **the Assignment Secretary makes all decisions on game assignments.** Members who have a complaint about their schedule should address the Assignment Secretary. Members who have a complaint about the Assignment Secretary or his or her staff should address the Board.
- Who Receives** Members in good standing shall receive game assignments as seen fit by the Assignment Secretary. Members should understand that the Chapter has no legal obligation to assign any games to officials, regardless of standing.
- Varsity, Sub-Varsity, and Scrimmage Assignments** Varsity game assignments are ultimately the decision of the Assignment Secretary, All members of the Chapter are expected to work sub-varsity game assignments, as determined by the Assignment Secretary and his or her staff. Assigned scrimmages are subject to the same attendance requirements as regular season games. The Assignment Secretary should assign each member to at least two scrimmage dates. Failure to attend scrimmages may result in a reduction in assignments or other penalty as determined by the Assignment Secretary or the Board.
- Postseason Assignments** All Chapter members in good standing shall be eligible for consideration for postseason game assignments. **Members not in good standing will not be assigned postseason games, even if requested by a coach.** Members in good standing who are specifically requested by a coach to officiate a specific postseason game will be given that assignment unless a conflict of interest exists or the Assignment Secretary chooses not to make the assignment.
- Regional and State Assignments** The UIL requires each Chapter provide a number of listings of officials for possible assignment to regional or state tournaments. These listings include:

Top 25% of officials
Top three 3-person crews for boys
Top three 3-person crews for girls
Top minority officials (not in top 25%)
Top female officials (not in top 25%)

The President and Assignment Secretary shall compile these lists based on input from the Evaluation Committee and Board members. Members NOT in good standing are not eligible for submission to the UIL for regional or state tournament consideration. A member in good standing who wishes to be considered for postseason games must officiate a minimum of 10 Chapter assignments, at least five of those being non-tournament regular season games, in the previous full season, and must have attended the minimum number of required meetings in the previous full season.

Accepting Game Assignments

Accepting Game Assignments Game assignments are accepted by each member on the Chapter’s scheduling software, The Arbiter .Net. Each member will have login information, including an email address, and will view and accept scheduled game assignments. It is the responsibility of each member to log in as necessary to view and accept assignments in a timely manner. It is recommended that each member log in every day.

Turning Back Game Assignments A turnback is defined as giving a game back after it has been accepted. Turning back games is strong discouraged, as it can cause other games and officials’ schedules to be affected. The Board shall impose fines according to the following stipulations for games that are turned back after acceptance. This applies only to assignments accepted 96 hours in advance of the game(s). The Assignment Secretary, Assistant Assignment Secretary, or President shall keep proper records of each game acceptance and turnback.

Turnback Made	Fine
72 Hours or More Prior to Game	\$5.00
48 Hours or More Prior to Game	\$10.00
24 Hours or More Prior to Game	\$15.00
Less Than 24 Hours Prior to Game	\$25.00

Officials shall not be fined more than once per day for games turned back. For members who repeatedly turn back games within 72 hours of game time, the Board shall consider suspension or termination of membership.

Being Late Schools served by the Chapter are required to pay officials according to the UIL fee schedule (or by negotiated flat rates if applicable) and to reimburse drivers according to the Chapter’s mileage agreements. Our agreement further stipulates that an official who is late for a game may have his or her game fees reduced by the home school by 25% of the game fee for each quarter or part of a quarter the official is late. Being late for the game is defined as not on the court ready to begin play at the scheduled starting time. This reduction of fees, however, will not apply to games that start before 5:00 pm on weekdays, except holidays.

Failure to Show The Board considers failing to show for an accepted game one of the worst offenses possible, as it is unfair to all game participants and reflects poorly on the Chapter as a whole.

Failure to Show	Fine
First Offense	\$30
Second Offense	\$60
Third Offense or More	\$100*

*If an official no-shows for a third time during a season, he or she will be fined \$100 and will face possible termination of membership.

Upon notification of a no-show situation, the Assignment Secretary will advise the President or Vice President, who may require the official to pay the fine within seven calendar days of notification in writing.

Changing Game Assignments

Changing Game Assignments Only the Assignment Secretary or Assistant Assignment Secretary (or President in both of their absences) may make game assignments. No official will change assignments with another official or request another official to “cover” an assignment for him or her. Accepting an assignment from anyone other than the Assignment Secretary, Assistant Assignment Secretary, or President will subject both parties to fines.

Contact Between Officials Each official has a responsibility to contact his or her co-official to confirm game assignments, game starting times, and travel arrangements if necessary. It is recommended that officials make such contact 48 or more hours prior to the game(s).

Changing Officials When a change of one official is necessary within 48 hours of the scheduled game, the replacement official is responsible for initiating contact with the originally assigned official. When a change of both officials is necessary within 48 hours of the scheduled game, each official should contact the other. Failure to make the proper notification may result in an unfavorable determination of responsibility by the Board should a scheduled official fail to show for an assignment, or should there be a conflict regarding payment of mileage fees.

Using Electronic Media Answering machine, voicemail, email.

The above media may be used for contacting officials regarding game assignments, game cancellations, or travel arrangements in accordance with the following rules.

If the contact is made by...	Then...
Assignment Secretary, Assistant Assignment Secretary, or President in their absence	The communication shall be considered contact if made within a reasonable time.
Assigned official	The communication shall be considered contact only if the other party responds.

Game Fees

The following chart outlines *minimum* game fees per official for the 2009-10 season.

CBOA BASKETBALL FEES SCHEDULE (PUBLIC SCHOOLS)

VARSITY – TWO-PERSON CREW

Gross Gate Receipts	One Game*	Two Games*
Up to \$150.00	\$40.00	\$65.00
\$150.00-\$300.00	50.00	75.00
\$300.00-\$500.00	65.00	90.00
\$500.00-\$700.00	70.00	95.00
\$700.00-\$1,000.00	75.00	105.00
\$1,000.00-\$1,500.00	85.00	115.00
\$1,500.00-\$2,000.00	95.00	125.00
Each additional \$1,000.00	20.00	

**In addition to the game fees, one official is paid mileage at the rate of \$0.55 per mile, as determined by the UIL. Please pay each official a half-mileage, or one official the whole mileage if agreed upon by the officials.*

VARSITY – THREE-PERSON CREW

Flat Fee (No Mileage)	One Game	Two Games**
	\$75.00	\$110.00

*** If the official works in a three-person crew but does not work at least one varsity game, the pay should come from the two-person game fees.*

SUB-VARSITY AND JUNIOR HIGH

Per Game***	8 Min Reg Qtrs	6 Min Reg Qtrs / 8 Min Running Qtrs
	\$30.00	\$25.00

****In addition to the game fees, one official is paid mileage at the rate of \$0.55 per mile, as determined by the UIL. Each official is paid a half-mileage, unless officials agree that one official may receive full mileage. A 7-minute regulation quarter – or any regulation quarter length between below 8 minutes – will be considered 8-minute regulation for the purpose of the pay scale.*

TOURNAMENTS

	2-Person Varsity	3-Person Varsity	2-Person 9 th /JV/JH
Flat Fee (No Mileage)****	\$50.00	\$40.00	\$35.00

*****Tournament rates are flat fees, no mileage. The School will be responsible for paying each official for all tournament games worked.*

Mileage rates are according to the Texas Comptroller's office.

CBOA BASKETBALL FEES SCHEDULE (PRIVATE SCHOOLS)

VARSITY – TWO-PERSON CREW

	1 Game	2 Games
Flat Fee (No Mileage)	\$75.00	\$110.00

VARSITY – THREE-PERSON CREW

	1 Game	2 Games
Flat Fee (No Mileage)*	\$75.00	\$110.00

** If the official works in a three-person crew but does not work at least one varsity game, the pay should come from the sub-varsity two-person game fees.*

SUB-VARSITY AND JUNIOR HIGH

	1 Game	2 Games	3 Games	4 Games
Flat Fee (No Mileage)	\$35.00	\$65.00	\$90.00	\$110.00

Flat fee of \$20.00 per additional game.

TOURNAMENTS

	2-Person Varsity	3-Person Varsity	2-Person 9 th /JV/JH
Flat Fee (No Mileage)**	\$50.00	\$40.00	\$35.00

***Tournament rates are flat fees, no mileage, per game. The School will be billed by CBOA after the completion of all tournament games. The School will not pay individual officials for tournament games worked.*

Payment for Games Worked

Payment from Schools	Officials are considered independent contractors employed by the schools for games which they work. For all regular season games worked, officials are paid by the schools according to their respective payment methods and processes. For instance, some schools will pay in cash at the game site and others will pay with a check in the mail. If an official has a question about the status of a payment, the official should contact the school directly. <i>If there is dispute over payment amount, the official shall contact the President to get the issue resolved.</i>
Payment from the Chapter	For all tournament games worked, the Chapter will bill the schools, and officials will be paid by the Chapter after all dues, fees, and fines are deducted. (See the Financial Responsibilities section for more information.)
Additional Chapter Funds	In conjunction with billing schools for tournament games worked, the Chapter will account for additional funds for the financial health of the Chapter. The amounts per game billed will be determined by the Board.

Mechanics

NFHS Mechanics	Only the officiating mechanics approved by the UIL (currently NFHS) may be used in UIL games. The Referee is responsible for making sure the game officials use proper mechanics.
Pre- / Post-Game Conference	The Referee is responsible for hosting a pre-game conference with all game officials immediately prior to the game. The Referee should also conduct a post-game conference with his or her co-official(s).

Chapter Committees

The Board shall be charged with appointing committees to assist in the advancement of the goals and requirements of the UIL, and the Chapter.

Appointments The Board shall appoint committees as necessary to assist in the administration of the Chapter, evaluate and train the Chapter's members, and ensure adherence to Chapter policies and UIL policies as they apply to Chapter members. Committee members may be any Chapter member as assigned by the Board, including Board members. However, the Board should make an effort to appoint committee members from the general membership so as to involve a cross-section of membership in the Chapter management.

If for any reason, committees are not appointed, the Board shall act in the capacity of that committee.

Training The purpose of this committee is to administer the official training of Chapter members. This committee is responsible for setting up and conducting any preseason clinics or training sessions conducted during the course of the season. This committee sets the standard for the mechanics and rules interpretations for the Chapter. The Board shall appoint the chairperson for this committee and along with the chairperson select up to five other Chapter members to serve on the committee. The training committee shall base its training on the NFHS mechanics and any exceptions directed by the state office.

Jeff Hooten is the appointed chairperson for the training committee for the 2009-10 season.

Evaluation The purpose of this committee is to evaluate Chapter officials' mechanics, rules application, and game management. Committee members shall observe officials, document observations, and provide guidance and suggestions to the officials. This committee will report trends and deficiencies noted to the training committee, so that these deficiencies can be addressed through training. The Board shall appoint this committee and assign a committee chairperson. The committee shall use evaluation forms, video taping, and any other means deemed necessary in order to identify deficiencies in mechanics, rules enforcement, and game management.

Website The purpose of this committee is to provide support to the Chapter's website (currently www.commercerefs.com). The Board shall appoint a chairperson for this committee. The committee members are selected by the chairman and the Board. Currently, the chairperson for this committee is Mitch Leathers. The Board has content approval authority for the website.

Chapter Committees (continued)

Ethics

The purpose of this committee is to ensure Chapter members adhere to the ethics and standards the Chapter. If Chapter members observe inappropriate actions, as defined by Chapter ethics standards and policies, these actions should be reported to the ethics committee. Also, any problems by or with co-officials, including tardiness to game assignments, failure to show for an assignment, dress or conduct violations, or any other breach of Chapter Operating Procedures are to be reported. The Board shall appoint the chairperson for this committee. The committee members are selected by the chairman and the Board.

If the ethics committee receives a report of member misconduct:

1. The committee shall contact parties involved so as to determine the facts and validity of the situation (coaches, officials, etc.).
2. The committee shall contact the individual involved to appear before the committee. Officials may bring representatives to the meeting.
3. The committee shall make a written report based on review of the facts to the individual containing sanctions against the individual.
4. The committee shall provide the report to the Board.
5. The committee shall get approval from the Board if the sanctions are serious and beyond the allowances in these procedures (such as established fines).
6. The Board will review the facts and take any necessary actions (if needed). These cases will normally be repeat offenses by an official or a problem of such a nature that expulsion from the Chapter may be in order.
7. Any member receiving sanctions from the ethics committee may appeal to the Board.

Conflict of Interest

UIL directives are very specific – all games falling under UIL must be assigned either by chapter assignment secretaries, UIL chapter assignment secretaries, or by the UIL. This includes games at neutral sites that occur during the season or postseason warm-up jamborees, classics, tournaments, etc. Although coaches may request specific officials, all requests must go to the Assignment Secretary.

A Chapter member shall not knowingly accept an assignment:

Non-Secretary Assignments

Not assigned by the Assignment Secretary, Assistant Assignment Secretary, or the President. Any other member of the Chapter who assigns such games or any member who accepts and works games not assigned by one of the persons above are guilty of solicitation of games.

Not in Good Standing

If the member is not a member in good standing.

Employed by School

If the member, or the member's spouse is employed by either school involved in the game.

Related

If the member is related by blood or marriage as follows: spouse, parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc. to a person affiliated with a team involved in the game.

Conflict of Interest (continued)

- Friends** If the member and any person involved in the game are former or present teammates, roommates, business associates, or close personal friends.

- Attended the School** If the member or the member’s spouse attended or worked at a school involved in the game within the last five years.

- Child at School** If the member has a child in the school in one of the involved teams, or a child who graduated from one of the schools within the past five years.

Members are responsible for notifying the Assignment Secretary in writing of conflicts of interest with schools. In the event a conflict with these provisions becomes known after acceptance of a contest, the official shall make the conflict known to the Assignment Secretary as soon as possible. The official shall be removed from the contest without penalty, and both coaches notified, if necessary.

All above provisions in the table above (except “Non-Secretary Assignments” and “Not in Good Standing”) can be waived by mutual consent of both head coaches if the facts of the conflict of interest are presented.

Official Rankings

The following explains rankings for officials.

- Chapter Rankings** The Assignment Secretary will also employ a ranking system for officials to assist in making game assignments. The Assignment Secretary shall consult the evaluation committee and/or the Board to properly rank Chapter officials. Although Chapter rankings are ultimately based on officiating abilities, officials should attend training, educational clinics, meetings, and camps to help improve rankings.

Professional Education

As an element of the training program of the Chapter, each member is urged to attend a Regional Clinic, the State Meeting, and basketball officiating camps.

State Meeting	The President (or his or her representative) and the Assignment Secretary (or his or her representative) are required to attend the State Meeting.
Regional Clinics	The President shall announce to the Chapter membership the location, date, and time of the nearest Regional Clinic each year. All officials are strongly urged to attend.
Basketball Officiating Camps	There are numerous camps throughout the year for advancing the skills of basketball officials. The President will provide information, when possible, about attending camps. Officials are also encouraged to seek out and attend such camps.

Financial Reimbursements

The following outlines the Chapter's policy and requirements for member financial reimbursements. The Board has the authority to approve expenses.

State Meeting Expenses	<p>The Chapter will reimburse both the President and Assignment Secretary (or their designated representatives) for lodging expenses, roundtrip mileage, and meals, according to the Texas Comptroller of Public Accounts (http://www.window.state.tx.us/comptrol/texastra.html).</p> <p>At the beginning of the 2009-10 season, Texas state travel reimbursement amounts were as follows: Lodging – up to \$85 per day Meals – up to \$36 per day Mileage – 55 cents per mile</p>
Other Officer Expenses	The Chapter shall cover normal expenses incurred by the President, Assignment Secretary, and Vice President in the execution of their duties during the season. Such expenses include paper, printer ink, scheduling software, supplies for mail-outs, and phone services. Only phone bills and phone service expenses that are unique to Chapter duties for the Assignment Secretary and President will be covered by the Chapter. Similar expenses for other Board members and committee members will be covered only if it can be shown that those expenses were unique to Chapter duties.
Major Purchases	Expensive items such as fax machines, video cameras, computers, etc. must be approved by the Board before a purchase can be made. Such items will remain the property of the Chapter.