

CENTRAL ALBERTA BASKETBALL OFFICIALS ASSOCIATION

Member Handbook

April 2024



CABOA PATHWAY TO SUCCESS:

- 1. Stay in Your Primary**
- 2. Referee the Defense**
- 3. Call the Obvious**
- 4. Don't Guess**

Table of Contents

General Information

| | |
|----------------------|---|
| Website | 2 |
| Executive | 2 |
| Calendar | 2 |
| General Expectations | 3 |

Assignments

| | |
|--------------------------------|---|
| The Arbiter | 3 |
| Assigning Policy and Procedure | 3 |
| Types of Assignments | 3 |

Education

| | |
|--------------------|---|
| Local Clinics | 4 |
| Provincial Clinics | 4 |
| FIBA Rules Exam | 5 |

Evaluation

| | |
|--------------------|---|
| Evaluation Process | 5 |
|--------------------|---|

GENERAL INFORMATION

The information in this section is subject to change annually. Members are encouraged to check the CABOA website for current information.

Website

- The CABOA website is found at: caboa.ca
- Members should check the website on a regular basis, as new information is available
- Officials may also refer to the Alberta Basketball Officials Association (ABOA) website at: www.refalberta.ca for additional valuable information.

Executive

For the 2024-2025 season, the CABOA executive consists of the following positions:

- | | | |
|---------------------|-----------------|--|
| · President: | Josh Carothers | caboa.president@gmail.com |
| · Vice-President: | Damian Horner | caboa.vicepres@gmail.com |
| · Secretary: | Tamara Dopudj | caboa.secretary@gmail.com |
| · Treasurer: | Stanton Swain | caboa.treasurer@gmail.com |
| · Education Chair: | Darryl Armeneau | caboa.edu.chair@gmail.com |
| · Evaluation Chair: | Vacant | caboa.eval.chair@gmail.com |
| · Member-at-Large: | Landon Campbell | caboa.malarge@gmail.com |
| · Assigning Chair: | Josh Carothers | ref.caboa@gmail.com |

- Elections for **President**, **Vice-President** and **Secretary** take place in even-numbered years; elections for **Evaluation Chair**, **Education Chair**, and **Member-at-Large** take place in odd-numbered years.
- The position of **Assigning Chair** shall be a *non-voting* office on the Executive, tendered annually to the general membership of the CABOA and appointed annually by the Executive upon review of all submitted applications.
- The Executive may, from time to time in its discretion, appoint any number of Members to the Executive as *non-voting members* to assist with the affairs of the Association, as deemed appropriate. All such members will serve under the direction of the Executive until the next AGM.

Calendar

Meetings: The CABOA schedules a minimum of two meetings per year. Members are expected to attend these meetings.

- Fall Meeting (Annual Fall Clinic)
- Spring Annual General Meeting (AGM)

Socials: We also host an annual dinner social, where year-end membership awards are presented. Additionally, the membership will be advised of periodic social events throughout the year, such as RDC basketball game get-togethers, etc. Please check the website for dates and locations of these meetings and other events.

GENERAL EXPECTATIONS

It is expected that all approved members of the Association shall uphold the following annual standards:

- Write the Canadian Basketball Official Commission (CBOC) Exam;
- Attend all scheduled meetings unless notifying an Executive member of extenuating circumstances;
- Attend all assigned games dressed in professional attire (see “Dress Code” in the handbook);
- Use all FIBA signals and mechanics when officiating, and display a **professional attitude** on and off court;
- Stay in good physical condition to keep up with the play during games;
- Attend at least one officials’ clinic every year;
- Make it a habit to conduct a pre-game “conference” with each partner before every game;
- Contribute to the advancement of the association and the development of basketball in Central Alberta;
- **ARBITER:** it is expected and important that all members of CABOA use the Arbiter site regularly to check their assignments and **to block** all dates they’re not available. CABOA strives for a *decline rate* of less than 10%, as turn-backs cause an enormous administrative burden on the Assignor. *Enormous*. Please block dates you’re not available to prevent this hassle.

ASSIGNMENTS

The Arbiter www.arbitersports.com

- The Arbiter is a web-based assigning tool used by the CABOA assignor to manage game assignments. New officials who register with CABOA will be notified by the assignor when an Arbiter account has been created for them. It is then up to the official to manage that account by inputting your availability regularly, checking for game assignments often, and updating contact information as necessary.
- Every game assignment notes a timeframe for response; however; it is greatly appreciated if members *accept or decline* (mostly accept!) ASAP.

Assigning Policy and Procedure

CABOA observes the following general assigning policy whenever assignments or appointments are made:

- What’s good for the client;
- What’s good for the official;
- What’s good for the association.

The specific procedure employed by the CABOA to assign games is as follows:

- a. Leagues submit their schedules to the Assignor;
- b. Assignor considers several factors when making assignments, including: ability, availability, game difficulty, service to the association, fair distribution of games, etc;
- c. The Assignor will endeavor to assign most games with 10-14 days advance notice;
- d. Officials will be notified of game cancellations as quickly as possible; if you show up to a gym site where your games have been cancelled with no notification, please contact the Assignor;
- e. Cancellations by officials will be handled as necessary, with the most available people assigned to fill these spaces (please try to avoid said scenario, if possible!).

Types of Assignments:

Local: these games are assigned by the CABOA Assignor and include, but are not limited to, the following:

- High school leagues throughout Central Alberta;

- Senior Men and Women Leagues in Red Deer;
- Red Deer Minor Basketball Association (RD MBA)

Provincial: these games are assigned as follows:

- **Alberta Colleges Athletic Conference (ACAC)** – CABOA submits a list of recommended names from our association of officials deemed eligible and qualified for ACAC assignments. Names must be approved by the ABOA Evaluating Committee, and all ACAC assignments throughout the year are made by the ABOA Director of Assigning.
- **Alberta Schools Athletic Association (ASAA)** – CABOA submits a list of recommended names from our association of officials deemed eligible and qualified for High School provincial assignments. Names must be approved by the ABOA Director of Performance. ABOA sets forth the following mandatory standards of eligibility for all ASAA provincial games:
 - Must have a minimum mark of 80% on the first writing of the CBOC exam;
 - Must have obtained a provincial evaluation within the past two years;
 - Must have obtained NOCP Level 1 to be considered for assignment to a 1A or 2A tournament;
 - Must have obtained NOCP Level 2 to be considered for assignment to a 3A or 4A tournament;
 - Must be recommended by ones local Board;
 - Must be currently working the level of game appointed;
 - Must be available to work the entire provincial tournament;
 - Must be capable of working the championship game at every respective level assigned;
- **Alberta Summer Games (ASG)** – same standards apply as for ASAA provincials.
- **National Assignments** – these game assignments are the responsibility of the Canadian Basketball Officials Commission (CBOC) working in conjunction with the ABOA. These assignments include CCAA college nationals, Basketball Canada midget and juvenile nationals, as well as regional tournaments like Western Canada Games. Further information is available on the ABOA website.

EDUCATION

Local Clinic: CABOA hosts an annual officials’ clinic every fall, prior to the commencement of the high school season. This is a general clinic, where officials are broken up by skill/experience level to work on various aspects of the game as well as emerging issues and any FIBA rule/policy changes.

New Officials Clinic: Clinics could occur at any time during the season and include the basics of officiating basketball.

Provincial Clinics: The ABOA holds a Provincial Clinic every year; typical one of three types:

1. **ABOA Provincial Clinic:** Usually held on alternating years. It is a single, centrally-based clinic with a varied focus set, including at least one elite clinician from outside the province.
2. **Regional Clinic:** in some years, the ABOA opts to have a number of small clinics throughout the province rather than one large clinic. These are often more specific in nature, designed to address specified new issues or particular areas of concern. Provincial clinicians are utilized to instruct.

FIBA Rules Exam

- Each member is required to write the national FIBA exam (administered by CBOC) each year. This is an *open-book, online* exam with varying time limits based on NOCP Levels.
- The ABOA specifies a designated time period within which members are permitted to write the exam (typically the beginning of November to mid-December, but time frames vary by year).
- Members who elect not to write the FIBA exam may risk losing assignments, and are not eligible for provincial assignments.

EVALUATION

Evaluation Process: Any official who wishes to be evaluated should contact the Evaluation Chair. An honest attempt will be made to evaluate as many officials as possible every year. All U-Sport and ACAC approved officials will be evaluated by a provincial/national referee coach annually. All other local officials will be evaluated by a CABOA approved referee coach at the highest level game possible.

Evaluation Fee: Members will be charged one, half-game fee per written evaluation.

Evaluation Criteria: Officials are evaluated on a number of specific criteria, including:

- Floor Judgment and Rules Application
- Call Selection and Whistle Judgment
- Game Management and Control
- Communication and Game Awareness
- Mechanics and Signals
- Appearance, Hustle and Professionalism

National Official's Certification Program (NOCP)

The NOCP is a national program administered by CABO to standardize an official ranking program across Canada. Following are the current NOCP rankings, descriptions and requirements to be rated at each level:

- **Level 1:** Skills and knowledge to officiate at the *entry* level. In order to attain a rating of level 1, an official must score 70% or higher on the FIBA national exam and a minimum of 70% on their on-court evaluation from a local or provincial evaluator.
- **Level 2:** Skills and knowledge to officiate at the *intermediate* level. In order to attain a rating of level 2, an official must score 80% or higher on the FIBA national exam and a minimum of 80% on each of their two on-court evaluations from a local or provincial evaluator.
- **Level 3:** Skills and knowledge to officiate at the *Varsity/Junior College* level. In order to attain a rating of level 3, an official must score 86% or higher on the FIBA national exam and a minimum of 86% on each of their two on-court evaluations from a local or provincial evaluator.
- **Level 4:** Officials ranked level 4 must have achieved a level 3 certification, have a minimum 5 years' experience, must score 86% or higher on the FIBA national exam and a minimum of 86% on each of their two on-court evaluations from 2 different national evaluators.
- **Level 5:** only officials with their International (FIBA) officiating license shall be rated at Level 5.

PRE AND POST-GAME INFORMATION

Uniforms

Every aspect of our work as basketball officials requires an attitude and appearance of *professionalism*. It is important to wear clean, well-kept attire and grooming to present a confident image and presence on the floor. The standard CBOC uniform adopted by the CABOA consists of the following:

- Black Fox 40 Whistle (Classic)
- CBOC Jersey
- Black Slacks, socks, and shoes
- Black CABO Jacket (optional)

Uniforms need to be worn for all levels of games. During spring and summer games, black shorts may be substituted for pants, if both partners are wearing the same. It is expected that officials will remove watches and other jewelry prior to refereeing a game, as we require participants to do so as well.

Uniform supplies may be purchased from:

- CABOA has limited stock:
Email President@cboa.president@gmail.com

Game Site Locations

Every official is personally responsible to know the location of each game site assigned. A complete list of game site addresses for every gym CABOA services may be found on the Arbiter.

Game Fees

Game fees per game for the 2024-2025 season are as follows:

- Senior Men, Senior Women Games: \$57.50+mileage fee*
- ASAA High School Games: Regular Games \$52.50+mileage fee*
Single Game \$62.50+mileage fee*
Exhibition Single Games \$78.75+mileage fee*

**High School Regular season midweek games starting before 5:00pm (Eg. Friday afternoon at 3pm)
\$78.75+mileage fee*

- Junior High (Grade 9) Games: \$42.50+mileage fee*

**Friday Tournma

*Mileage fee may change. For the \$0.60 per km

Payment for Games

CABOA has designated one annual pay night (during the annual AGM meeting) during which members shall receive one cheque for all games officiated throughout the season. Should any member require/request a mid-season advance, please contact the Assigner or Treasurer with relevant circumstances. Any cheque not picked up during the annual AGM shall be mailed to the official at the earliest opportunity.

Deductions: a deduction of 10% is applied to every cheque to cover CABOA administrative fees, broken down as follows:

- 6.0% to the Assignor for annual remuneration
- 3.0% to the Treasurer for annual remuneration
- 1.0% to the association to cover various costs throughout the season

Furthermore, there will be an annual membership fee taken off each individuals' cheque to cover ABOA Provincial Membership fees and CABOA Membership fees. These rates are subject to change yearly, but currently, for the 2024-2025 season, CBOC Fee is \$105 and the CABOA Fee is \$50.

Arrival Times

Officials are expected to arrive well before game time for all assignments. This not only lets your partner know that he/she is not alone, but also facilitates good warm-up/stretch time, as well as a pre-game conference opportunity. CABOA has established the following arrival times:

- Senior Men and Women: 15 minutes
- High School: 20 minutes
- College and University: 60 minutes

Please contact your partner a minimum of 24 hrs. in advance.

Partner No Show

If your partner appears to be a "no show," first try to contact them by cell phone. It's a good practice to bring your partner's contact information with you to every game for just this type of situation. If you can access Arbiter on your cell phone, Arbiter lists contact information for all officials in our association under "**Lists**" in your personal account.

If you are unable to reach your partner, you should contact the Assignor immediately – do not wait until tip-off time. If you must begin (or complete) a game by yourself, report this on Arbiter in the "**Notes**" section of your game assignment number as well as report it to the current CABOA Member-at-Large.

Rules of Play

All games played in Alberta follow the FIBA (Federation of International Basketball Association) Rules. These rules can be viewed and downloaded from the FIBA website at: www.fiba.com

ASAA (High School) carries with it rule modifications as well. These can all be found on the ASAA website at: www.asaa.ca

Check the CABOA website for modifications for each of the individual leagues serviced by our association (ie. Grade 9 leagues as well as RDMBA play with several modifications to FIBA rules).

Technical Fouls & Unsportsmanlike Fouls

Our association tracks technical and unsportsmanlike fouls every season, so please email a brief report of all technical fouls, unsportsmanlike fouls and/or disqualifying fouls issued to the Member-at-Large immediately after any game, providing the following information:

- Name and number of individual or coach
- Team name
- Brief description of what took place that lead to the administration of a technical or unsportsmanlike foul

Expulsions

It is very important that members follow proper procedures after ejecting a player or coach. At the game site, fill out a report of the incident as mandated by the individual league. If no game report is available on site, use the back of the score sheet to report the ejection. Please make your report as comprehensive as possible.

A report of the incident should also be emailed to CABOA's Member-at-Large in a clear, concise, and comprehensive manner. It is imperative that members follow these procedures following the ejection of any person from an assigned game.

CENTRAL ALBERTA BASKETBALL OFFICIALS ASSOCIATION

CODE OF CONDUCT

Adopted April 16, 2014

Statement of Intent: It is incumbent on members of the CABOA to exhibit and encourage behaviour consistent with the bylaws, policies, and this Code of Conduct of the Association. CABOA members are expected to uphold the highest standards of ethical behaviour consistent with the tenets of this Code.

General Conduct: CABOA is committed to providing an environment that prohibits discrimination based on the grounds of race, ancestry, place of origin, religious beliefs, gender, age, marital or family status, source of income, or sexual orientation. Any complaints received by the CABOA Executive respecting Code of Conduct violations shall be directed to the Member-at-Large.

This Code of Conduct shall be regarded as binding upon all members of the Association, whereby each member shall commit to:

- Act in a calm, courteous, and professional manner when dealing with coaches, players, fans, or other officials, so as to enhance the reputation of the game, the CABOA, and its members.
- Prepare physically and mentally to put forth one's best effort during each and every assignment, regardless of game level or circumstance.
- Be respectful and supportive of CABOA peers, whether as an official, spectator, player, or coach.
- Refrain from any remark that would cause damage or offense to the reputation of members of the CABOA, the CABOA itself, or the ABOA.
- Remove oneself from any assignment where a conflict of interest might reasonably be perceived.
- The use of alcohol or illegal drugs is strictly prohibited prior to officiating in any capacity.
- Strive to master the rules and mechanics of the game needed to enforce the regulations attendant to each league or assignment.
- Report for all assignments in a timely fashion so as to prepare properly for every game.
- Maintain a neat, clean, professional attire and appearance.
- Refrain from soliciting or accepting games from any coach, league, or administrator that would interfere with one's CABOA assignments, without prior CABOA clearance.
- Contribute to the growth and development of the Association and its officials through support, encouragement, and a positive attitude.
- Refrain from using Arbiter contact information for personal or financial gain. Information on the Arbiter is to be used expressly and solely for Association-related activities and purposes.