

- (f) The progress and development of each new member will be reviewed initially by the Executive at their November meeting. Consideration will be given to: attendance at training sessions; special designated clinics and general meetings; theory exam mark(s); floor evaluation(s); payment of dues, insurance premium, assigning fees, fines; training instructors' recommendations. Lack of game assignments or other extenuating circumstances may necessitate further review as the season progresses.
- (g) Pay the balance of any fees or dues at the January meeting.
- (h) Following the final executive meeting of the season, all New Applicants will be notified in writing that they will (i) remain as a New Applicant (ii) be given Provisional status (iii) be notified that their services are terminated.
2. Provisional Members
- (a) Shall be required to attend up to two (2) mandatory court training sessions, designated clinics and meetings, write and achieve a passing grade on theory exams as per NDBRA Examination Guidelines as set by the NDBRA Executive, and if possible, receive two floor tests.
- (b) Upon completion of the provisional period, the Executive will review each member and determine if (i) he/she should continue as a Provisional Member (ii) he/she should be accepted as an Active Member, or (iii) his/her services be terminated.
3. Active / Dual Members
- (a) Are to attend meetings and clinics as scheduled.
- (b) Write and achieve a passing grade on theory exams as per NDBRA Examination Guidelines as set by NDBRA Executive, and if possible, have at least one annual floor test.
- (c) If the passing grade is not attained on theory exam(s), the Executive will decide on the necessary action to be taken.
- (d) If a member fails TWO consecutive theory exams, his/her membership will be reviewed by the Executive.
- (e) If a member does not attain the required passing grade on CABO-FIBA exam as per NOCP Level requirements, his/her membership will be reviewed by the Executive.
4. *Inactive/Associate Members
- (a) Members may apply to be on the Inactive or Associate list up to the September General Meeting of the current season. If declaration is made after the September General Meeting, the Executive will determine at the time of declaration, the amount of regular fees (NDBRA, OABO-CABO-Insurance, IAABO) which must be paid. Members who have been assigned games will be assessed a \$10.00 per month Administration Fee for every month that they are Active/Provisional Members.
- * (b) Members on the Inactive or Associate list may re-gain Active status by making written or verbal application **prior to Sept. 1**, which then must be approved by the Executive.
Members will not be permitted to return to Active status beyond the Sept. General Meeting unless granted special approval by the Executive.
- (c) After receiving conditional approval from the Executive, the member must complete all examinations and pay all necessary fees, including the insurance premium, and if deemed necessary, take all or part of the New Applicant training. If a member requests to return to Active status during the current year, he/she must complete the exam requirements when the exams are scheduled, since a make-up exam may not be available after the deadline.

Section 4. EXAMINATIONS

1. All members shall write examinations on the dates and under the Guidelines set by the Examination Committee and approved by the Executive.
2. The schedule for examinations shall be presented to the membership as soon as made readily available by IAABO and CABO.

Section 5. RESPONSIBILITIES AND RIGHTS OF MEMBERS

1. To accurately interpret and enforce the rules of basketball.
2. To abide by the Constitution, Policies, Procedures and Guidelines.
3. To officiate only those games which have been approved by the Executive.
Members who desire to officiate for another member Board must first advise the Assigning Officer and then receive approval from the Executive before accepting assignments outside of the NDBRA. This will not apply to Dual members who are primary members of another Board.
4. To attend scheduled monthly meetings and/or clinics.
5. To write examinations as scheduled.
6. To pay all dues, fees and fines by dates set by the Executive.
7. To adhere to the rules of order as set down by the President.
8. To seek election to an Officer position.
9. The official who works a game or game(s) alone, where two officials have been assigned, will receive from the treasury, 60% of the total game fees for that assignment.
If 2 officials work a game or game(s) , where three officials have been assigned, they will each receive from the treasury an additional 30% of the total game fees for that assignment.
10. During the Winter season when inclement weather is forecasted, Officials will be expected to verify that they have not received communications from the Assigning Officer regarding assignments that may be potentially revised or cancelled.
In normal weather, should there be a need to revise or cancel assignments, Officials will be contacted directly by the Assigning Officer.

In all cases the following guidelines will be utilized:

- 1) If a game has been cancelled or changed due to the unavailability of the game site(s) as a result of weather conditions or uncontrollable factors (Emergencies, Maintenance issues, Power failures etc.) or either Team is not able to reach the site due to weather conditions or unforeseen emergencies, the following will be applied:
If notification was given 2 hours prior to the 1st assignment start time or if the official is contacted during this 2 hour period and the official has not departed for the game site, the assignment(s) are cancelled and no compensation will be due.
If an official arrives at assigned game(s) and these were cancelled and he/she *did not receive notification or was not contacted*, the official shall receive a single game fee for all games that were cancelled. If the official completes the 1st game with the remaining game(s) being cancelled, he/she will receive no further compensation.
This fee shall be paid by the person or organization normally responsible for game fee payment.
 - 2) If a game has been cancelled or changed by the League, the site Convenor or by the any of the Teams involved and it is not due to weather or uncontrollable factors and the official(s) involved are contacted:
 - a) By 10:00 pm of the day preceding or 4 hours or more from the 1st assignment on the day of, the assignment(s) are cancelled and no compensation will be due.
 - b) **Less than 4 hours** from the 1st assignment on the day of, the official shall receive the full game fee for each game(s) that are cancelled. This fee shall be paid by the person or organization normally responsible for game fee payment.
 - 3) If there is an error in scheduling by the Assigning Officer and there are no games at the site, the said official will be paid \$20.00 from the treasury.
 - 4) Should the Assignor be unavailable to advise officials of game cancellations and no games are officiated, a single game fee will be paid to each official out of the Treasury.
11. Missed game assignments and officiating alone must be reported to the Assigning Officer within 48 hours of the game(s), in order to be eligible for reimbursement.
 12. All fine payments must be received by the Treasurer within 14 days of the date of notification or by the next general meeting, whichever occurs first.

13. Members have the right to written appeal when notified of fines and for suspensions. Appeals along with the fine payment must be received by the Treasurer within 14 days of the date of notification or by the next general meeting, whichever occurs first; otherwise appeals will not be considered.
14. Suspensions or fines may be considered by the Executive for possible reinstatement or refund due to extenuating circumstances when supported by written appeal.
15. Members officiating during a scheduled monthly meeting are considered to have a valid excuse from that meeting.

Section 6. DISCIPLINE

1. Late payment of dues, assigner's fees and assessments will result in a \$20.00 fine for a first offense, \$40.00 fine for a second offence occurring in the same officiating year and no game assignments until paid.
2. If an official does not show up for an assignment as scheduled, the official will be fined 60% of the total game fees for the assignment which was missed. If this occurs twice within the season, the official's membership will be reviewed by the Executive.
3. If an official cancels an assignment anytime after 6 p.m. on the day before the game or anytime on the day of the game, the official will be fined \$20.00, of which \$5.00 is a re-assigning fee.
4. Any member absent from a scheduled meeting without an acceptable excuse having been submitted to an Executive Member, excluding the Assigning Officer, prior to the meeting, will be fined \$20.00 for a first offense and \$40.00 for a second and subsequent offence occurring in the same officiating year, unless a subsequent written appeal is approved by a majority vote of the Executive at the next Executive Meeting.
5. Any member absent from two (2) meetings without approved excuse will be fined for each absence and will have his/her membership reviewed by the Executive.
6. All members, except those who are Inactive or Associate, will be expected to attend a minimum of 4 General Meetings throughout the year (including the AGM).
Those failing to meet this minimum will have their membership reviewed by the Executive.
In addition, during the year any member whose rolling attendance rate falls below 50% will have their game assignments curtailed as determined by the Executive.
Those having legitimate work, school or other commitments will be given due consideration.
7. A member may be suspended upon receipt of a written complaint of conduct when such conduct is determined by the Executive to be detrimental to the Association.
8. Members who reschedule game assignments between themselves without the approval of the Assigning Officer will be fined \$20.00 each. If this occurs twice during the season, the Executive will review the memberships of the officials involved.
9. Any member accepting game(s) for a fee or no fee, without the game(s) being cleared through and approved by a majority vote of the Executive may be fined, placed on probation, suspended or expelled.
10. A member who is unable to carry out a game assignment must notify the Assigning Officer. A member is not to obtain his/her own replacement for any game assignment.
11. Late payment of fines will result in no game assignments until paid.
12. For failure to comply with established policy or regulation of the Association, delinquency in the payment of dues, assessments or penalties; or for any other conduct conclusively established to be contrary to the best interests of the Association or conduct which reflects discredit upon the Association, a member may be fined, placed on probation, suspended or may be expelled.
13. Any member who does not submit theory exams, as mandated by the Executive and the Exam Guidelines, shall be fined \$20.00 for a first offence and \$40.00 for a second offence occurring in **the** same officiating year. Should the member be suspended as a result of not submitting an exam the fine will be waived.

Section 7. LAPSED MEMBERSHIP

1. If an official allows his/her membership to lapse one year, he/she shall no longer be considered a member of the Association.

Section 8. IAABO MEMBERSHIP

1. The NDBRA encourages membership in the IAABO. Written application from potential IAABO members must be received by the Executive prior to the October Executive Meeting.

ARTICLE IV – FEES AND DUES AND ASSESSMENTS*Section 1. BOARD DUES. Dues are to be paid in compliance with deadlines set by the Executive.

1. New Applicants (1st year). A training fee of \$130.00 is to be paid upon acceptance of the written application by the Executive and prior to the start of the training. This fee will include a rule Book, Whistle, Lanyard and the OABO Provisional Membership fee. Additionally a NDBRA Membership fee of \$40.00 which includes Floor Testers' fees, must be paid to the treasury in January. All New Applicants will be required to purchase an **official shirt** for use in assigned games.
2. Provisional. A fee of \$90.00 plus OABO/CABO Membership Fees where applicable must be paid to the treasury. This includes Floor Testers' fees.
- *3. Active/Dual- Non-IAABO. An annual fee of \$90.00 plus OABO/CABO and IAABO Membership Fees where applicable, must be paid to the treasury. This includes Floor Testers' fees.
*Active /Dual- IAABO. An annual fee of \$60.00 plus OABO/CABO and IAABO Membership Fees where applicable, must be paid to the treasury. This includes Floor Testers' fees.
4. Inactive/Associate. Fee will be \$15.00 annually if paid by June 1. After June 1, the Inactive fee will be \$15 plus the cost of a rule book ordered, payable to the Treasury by the October General Mtg.
5. Life Member does not pay the Annual fee or the Inactive/Associate Membership fee.

Section 2. ASSIGNING OFFICER'S FEES

1. Each official shall pay monthly to the Assigning Officer, 10% of his/her total game fees for that month, or be subject to a fine and no game assignments until paid.

Section 3. INSURANCE

1. All New Applicants, Provisional and Active members must pay the Liability and Sports Accident insurance premium.

ARTICLE V – OFFICERS AND EXECUTIVESection 1. TITLES

1. The Officers of the NDBRA shall be: Interpreter, Assigning Officer, President, Secretary, Treasurer, Education Officer, Vice-President and an Advisory Committee of three (3) Members.
2. The Executive shall consist of the elected Officers, and the Past President who shall be an ex officio member (of the Executive) for one year, following his/her term as President.

Section 2. TERM OF OFFICE

1. Elected Officers may retain the same Executive position upon re-election at the Annual General Meeting.
2. Newly elected Officers shall assume their duties at the first Executive Meeting following the Annual General Meeting.

Section 3. JURISDICTION

1. The Executive shall have the power to deal with any circumstance not covered in the Constitution, Policies, Procedures and/or Guidelines. All matters voted on by the Executive will be decided by a majority vote of the Executive in attendance, excluding the President. If a tie exists it will be broken by the vote of the President.
2. The Executive shall have the power to rule on all business in the NDBRA. Any opposition from the General Membership at a General or Special Meeting must be passed by two-thirds (2/3) majority of the voting members in good standing present at the meeting.
3. An Executive Member may recommend the removal of an official who is not an asset to the Association. The Executive will remove such a member if the majority of the Executive approve. This will be done in writing, stating a cause for removal.
4. All fees to be charged for officiating, shall be set by the Executive and approved by a majority vote of the members in good standing at the Annual General Meeting, in the odd-numbered years.
5. The Executive shall have the power to deal with all matters pertaining to the NDBRA web site.

Section 4. NOMINATION

1. A Nominating Committee is to be formed. The Executive shall appoint one (1) member of the Executive and three (3) non-Executive Members.
2. The Committee shall prepare and present a slate of Officers to the Membership at the Annual General Meeting.

Section 5. ELECTIONS

1. Officers shall be nominated and elected at the Annual General Meeting each year, with the Interpreter being the first officer elected, and the Assigning Officer the second officer elected.
2. Elections shall proceed with the following order: President, Secretary, Treasurer, Education Officer, Vice-President, three (3) Advisory Members.

Section 6. VACANCIES

1. The Executive has the right to fill a vacancy in any office from within the existing executive members, except President, between Annual General Meetings.
2. In case there is a vacancy in the office of President, the Vice-President shall become President.
3. At the discretion of the Executive, an election may be held at the next General Meeting to replace the resulting vacant office.

Section 7. ELIGIBILITY

1. Only members in good standing are eligible to seek election to any office in the NDBRA.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. INTERPRETER. The Interpreter shall rule on all questions of basketball rules and interpretations, and act as a Public Relations person for the Association. The Interpreter shall assist the Assigning Officer on specific game assignments and work in conjunction with the Education Officer. The Interpreter shall keep a pertinent record of each official (this record to be available to the official upon request) and be in charge of floor testing. Referees will receive a written copy of their floor test.

Section 2. ASSIGNING OFFICER. The Assigning Officer shall appoint officials for all games involving officials in the NDBRA, assist the Interpreter with floor tests, act as a Public Relations person for the Association, and along with the Education Committee, assist the Interpreter with clinics, if needed and requested. The Assigning Officer shall supply to the Interpreter a copy of the game schedules and assignments as requested by the Interpreter. The Assigning Officer shall provide to each member a monthly summary report of the games worked by that member and assigning fees owing.

Section 3. PRESIDENT. The President shall preside at all meetings and enjoy all privileges of the Office. He/she shall appoint any committee that he/she shall find necessary to assist him/her in his/her duties.

Section 4. VICE-PRESIDENT. The Vice-President shall perform the duties of the President in his/her absence and shall render assistance on request of the President.

Section 5. SECRETARY. The Secretary shall keep an accurate account of all meetings, handle correspondence as directed by the President, provide a typed directory to include all classes of members, prepare proposed Amendments and type the Constitution for distribution to the Membership, send notices of all general, special and annual meetings to members, submit an annual report, membership list and dues payment to OABO, submit membership list, dues payment and required documents to IAABO, order rulebooks/casebooks/technique manuals and theory examinations as required.

Section 6. TREASURER. The Treasurer shall keep an accurate account of all monies received and distributed, collect and record all dues and fines and report on the status of accounts at the monthly and executive meetings or as directed by the President. The Treasurer shall provide each member present at the Annual Meeting with a copy of a financial statement showing the total income and expenses of the Association for the fiscal year, May 1 to April 30. The Treasurer will be responsible for the procurement and sales of whistles, lanyards and crests on behalf of the treasury. In addition, the Treasurer will be responsible for the recording of those present, excused and absent from general meetings and the notification and collection of fines assessed by the Executive.

Section 7. EDUCATION OFFICER. The Education Officer, in conjunction with the Interpreter, shall coordinate pre-season and in-season clinics, conduct monthly education topics, coordinate clinics for all new members and selected members, oversee all theory exams and assist with the floor testing procedure.

Section 8. ADVISORY COMMITTEE. The Advisory Committee shall perform duties as assigned by the President.

ARTICLE VII – COMMITTEES

Section 1. STANDING COMMITTEES

1. The following shall be the Standing Committees of the Association:
 - (1) Floor Testing
 - (2) Examination
 - (3) Education
 - (4) National & Provincial Selection
 - (5) Discipline-Complaint

Section 2. COMMITTEE ORGANIZATION AND FUNCTION

1. Chairman of the Floor Testing Committee and the National and Provincial Selection Committee shall be the Interpreter.
2. Chairman of the Discipline-Complaint Committee shall be the President.
3. Chairman of the Examination Committee shall be appointed by the President.
4. Chairman of the Education Committee shall be the Education Officer.
5. Members of Standing Committees for Floor Testing, Examination and Education are to be recommended annually by the Chairman of each of these Standing Committees, must be members in good standing, and are to be approved by the Executive.
6. The National & Provincial Selection Committee shall consist of the Interpreter, Assigning Officer, an Executive Member and two Members-at-Large, to be elected by the Membership at the Annual General Meeting
7. The Discipline-Complaint Committee shall consist of the President, Interpreter, Assigning Officer, an Executive Member and one Member-at-Large which the committee will select.
8. If a conflict of interest arises over committee membership, the member will be replaced by someone from the same category (executive or member-at-large).
9. Committee members shall assume their duties upon appointment.
10. As designated by the Interpreter, in conjunction with the Education Officer, the Floor Testing Committee shall (i) when possible, observe first, second and third year active officials on two separate occasions each season, and all other active officials on at least one full game each season (ii) make a written report of each floor test to the officials, with copies to the Interpreter and Assigning Officer.
11. Senior officials who wish to have an in-depth floor test from a provincial level evaluator must make the request in writing to the Executive prior to the November General Meeting. Cost to applicant to be determined when request is made.

ARTICLE VIII – MEETINGS

Section 1. GENERAL AND ANNUAL MEETINGS

1. The Annual General Meeting shall be called by the President each year at a date agreed upon by the Executive.
2. Meetings shall be held monthly as set by the Executive, specifically for Interpretations and Floor Mechanics.

Section 2. SPECIAL MEETINGS

1. Special Meetings may be called by the President.

ARTICLE IX – UNIFORM

Section 1. MALE AND FEMALE OFFICIALS must conform to the uniform dress as follows: Black and white striped shirt, Black trousers/slacks, Black basketball shoes, Black socks, Black belt if worn, Black whistle and lanyard, and a second whistle shall be readily available. If a T-shirt is worn under the official shirt, it must be black in colour with no logos or insignia on it.

Section 2. JACKETS. The warm-up jacket shall be the black CABO jacket.

Section 3. CRESTS. Non-IAABO officials shall wear the NDBRA crest on the right sleeve of the black and white striped shirt, midway between shoulder seam and cuff. All IAABO members shall wear the IAABO crest on the left front of the official shirt, approximately breast high, and may also wear the NDBRA crest on the right sleeve. The CABO crest may be worn on the left sleeve.

Section 4. SUMMER UNIFORM. (March 15 – October 15). If both officials agree, they may wear: Black and white striped shirt, Black mesh (nylon) gym shorts or Black baseball shorts, Black basketball shoes, Black socks, Black whistle and lanyard. Not allowed are cotton or fleece shorts, running shorts, dress shorts. If a T-shirt is worn under the official shirt, it must be black in colour with no logos or insignia on it.

Section 5. COMMUNITY COLLEGE UNIFORM. Any official assigned to a Community College game, Men or Women, must wear uniform consisting of the official CABO jacket, black and white striped shirt, proper belt less black pants, black socks and shoes, black Smitty lanyard, black whistle, plain black undershirt.

ARTICLE X – RULES OF PROCEDURE

Section 1. PARLIAMENTARY AUTHORITY

1. Parliamentary Authority for all meetings shall be Robert's Rules of Order.

Section 2. VOTING

1. Only members in good standing, who have paid up all membership dues, fines and fees owing to the Association and/or the Assigning Officer will be allowed to vote on any questions during meetings.
2. All items of business calling for motion must be moved and seconded and passed by majority vote.
3. Any voting that pertains to the Election of Officers will be completed by ballot.

Section 3. ADMINISTRATIVE EXPENSES

1. Secretary. At the end of each season, the Secretary shall be paid \$300.00 for administrative expenses.
2. Floor Testers. The Interpreter and the members of the Floor Testing Committee shall receive payment for each floor test, provided a written report is filed with the Interpreter. The amount of the payment shall be determined each year by the Executive.
3. Treasurer. At the end of each season, the Treasurer shall be paid \$200.00 for administrative expenses.

ARTICLE XI – AMENDMENTS

1. Any part of the Constitution may be amended by a two-thirds (2/3) majority of the recognized members in good standing, who are present at the Annual General Meeting.
2. Amendments must be made in writing (hand-written, typed, fax, email) and in the hands of the Secretary prior to April 1st of that year.