

NSBO Operational Guidelines

Approved - September 2017

Article 1 - Name of the Association

The name of this Association shall be The Nova Scotia Basketball Officials' herein referred to as NSBO.

Article 2- Objectives of NSBO

The objectives of NSBO are:

1. To foster, promote, encourage and develop basketball officiating throughout the province.
2. To further develop basketball throughout Nova Scotia by the standardization of rule interpretations and mechanics.
3. To be responsible for the certification and selection of qualified officials throughout Nova Scotia for provincial and national assignments.
4. To maintain a roster of qualified officials to meet the expected demand of our clients.
5. To develop basketball throughout the province by promoting the recruitment of new officials; and, improving officiating through a program of education and evaluation.
6. To work in close cooperation with provincial basketball partners.
7. To establish officiating standards and a code of conduct for its members.

Article 3 – Powers and Duties of the Core Executive

1. The Core Executive has the powers of NSBO.
2. The powers and duties of the Core Executive include:
 - a) promoting the objectives of NSBO;
 - b) promoting membership in NSBO;
 - c) setting the membership dues for NSBO;
 - d) preparing an operating budget for the examination and approval of the membership;
 - e) making policies for managing and operating NSBO;
 - f) maintaining the financial and other records and correspondence of NSBO;
 - g) maintaining a register of the membership and communicate this register to Basketball Nova Scotia, CABO, Basketball Canada and other organizations, as required;
 - h) communicating the affairs of NSBO to the membership;
 - i) participating in various Standing Committees;
 - j) liaising with various partners (i.e. Canada Basketball, CABO, etc.).

Article 4 - Core Executive /Provincial Council

1. The Core Executive consists of the President, Vice President, Secretary-Treasurer, Provincial Supervisor, Interpreter, Provincial Assessor and Member at Large.
2. The Provincial Council governs NSBO. The Council is comprised of President, Vice President, Provincial Supervisor, Provincial Interpreter, Secretary-Treasurer, Provincial Assessor, AUS Commissioner, ACAA Commissioner, Member at Large and all Area Supervisors. Each Executive position carries one vote.

Article 5 - Executive Positions

1. People in executive positions are obligated to attend NSBO executive meetings. Failure to attend two consecutive executive meetings may result in removal from the executive position. If an elected position becomes vacant, the Core Executive shall appoint an NSBO member to that position on an interim basis for the remainder of the designated term only.
2. There are no term limits for the executive positions. To be elected, a candidate must secure a majority of the votes cast (50% + 1). Voting shall be by secret ballot. An NSBO member cannot occupy two Core Executive positions at the same time.
3. The executive positions are grouped into sections that will be elected in offsetting years, as follows:
 - a) Group One - two-year term voted on in years of odd numbers
President
Provincial Interpreter
Secretary-Treasurer
 - b) Group Two - two-year term voted on in years of even numbers
Provincial Supervisor
Provincial Assessor
Vice-President
Member at Large
 - c) Group Three- three-year term appointed by Core Executive of NSBO following review of applicants:
AUS Commissioner
ACAA Commissioner
 - d) Group Four - two-year term voted on in years of even numbers, elected in local area elections and confirmed at each Fall meeting:
Area Supervisors
 - e) Group Five - three year term, will be announced every three years following election in respective local area starting at the Fall Meeting, 2016. These elections will be held again in 2016, 2019, 2022, 2025, 2028 etc.
Area Assignors

Article 6 – Rates and Expenses

Rates and expenses to be charged by NSBO shall be set at an annual or special meeting called for that purpose. A meeting shall accept or reject a report of the game fees and expenses by the Rates Committee.

Article 7 - Membership in NSBO

1. Full voting membership to NSBO may be granted to persons who have fulfilled all the following criteria:
 - a) complete an NSBO approved certification course;
 - b) written an approved NSBO basketball officials' rule exam;
 - c) paid in full the registration fees associated with membership in NSBO
 - d) are of good character and reflect in a positive manner on the entire membership of NSBO
2. Once these criteria have been fulfilled and confirmed in writing, the secretary-treasurer of NSBO will record the membership of this person and list them as a full member of NSBO.

NOTE: Definition of “good character” and “reflect the NSBO in a positive manner” will include (but not limited to): absence of a criminal conviction, adherence to the NSBO Officials' Code of Conduct, professional use

at all times of social media and personal communication, positive relationships with stakeholders, behave in a manner consistent with generally accepted community values.

NOTE - A member in good standing is any member who has fully paid their NSBO dues, has no outstanding discipline sanction ongoing from NSBO, Basketball NS, CABO or any other association recognized by NSBO. Non-payment of membership dues or assigning fees will result in automatic termination of membership in NSBO.

Article 8 - Associate Membership

Associate membership may be granted to individuals or associations who wish to be informed and kept up to date on the activities of NSBO. Associate members will be included on mailing lists and have access to NSBO meetings, however are not permitted to address council or vote on issues at any session of the general membership or executive meetings.

Article 9 - Member for Life

Membership for life may be granted by the executive at the AGM of NSBO to officials for meritorious service. Life members may or may not be active in officiating. These individuals will have all rights and privileges of regular NSBO members, however, are exempt from NSBO registration fees for life. Any recipient of the Ted Early Award shall be deemed to be a member for life.

Article 10 - Revocation of Membership

The executive of NSBO may revoke membership of any member with a special motion at an NSBO executive meeting. The length of time a membership may be revoked is to be detailed in the motion (the longest period being life). The decision may only be brought to the general meeting when the executive votes a three-quarter majority at an executive meeting.

Article 11 - Membership Dues

1. Members are required to pay (in full) dues to NSBO each year. These dues are payable by the date designated by the respective Area Supervisor. Members who have not paid their dues (in full) by this date shall not be assigned games by NSBO Assignors. Area Supervisors must submit all membership dues to the Secretary-Treasurer by December 15th. Our annual membership dues must be forwarded to CABO by January 31st.
2. Portions of the dues are paid to Basketball Nova Scotia and CABO for membership in those organizations. The balance goes towards paying operation costs of NSBO (i.e. clinicians, evaluations, honorariums, awards, professional development, technology, etc.).
3. Basketball Nova Scotia provides administrative support and operational grants to NSBO.

Article 12 - General Meetings of NSBO

1. The annual meeting of NSBO will be held, in the Metro area, on a date set by the Core Executive with every effort given to hold the meeting between September 1st and September 30 (specifically the third Sunday of September). A notice of meeting will be posted on the NSBO website by August 15th.
2. NSBO Core Executive shall meet at least twice annually.

3. Each Area Supervisor will provide a written or oral report outlining the activities of their respective activities for the fiscal year.
4. The President or Core Executive member shall chair all meetings.

Article 13 - Executive Meetings of NSBO

Executive meetings of NSBO may be held if required on the same weekend as the general meetings. The executive meetings precede the general meeting. Other executive meetings of NSBO can be called by the president or by another executive member with the written support of five other executive members. If the member submits this documentation to the president, an executive meeting MUST be called and held within 15 working days.

Article 14 - Special Meetings of NSBO

A special meeting of the general membership of NSBO may be called under exceptional circumstances. The executive must vote a three quarter majority to call such a special meeting. This vote may be conducted and verified by the Secretary-Treasurer. Special meetings of NSBO will be located in a venue decided by a committee of the President, Vice President and Provincial Supervisor, in a centralized location.

Article 15 - Agenda Items of NSBO Meetings

The agenda of the NSBO general and executive meetings will be as follows:

1. Call to order
2. Approval of additions to the agenda
3. Approval of minutes from previous meeting
4. Correspondence
5. Elections
6. National Reports
7. Provincial Reports
8. Matters arising from minutes
9. Old business
10. New business
11. Awards
12. AUS/ACAA business
13. Adjournment

Article 16 - Rules of Order

All NSBO meetings will be conducted according to the Robert's Rules of Order with the chair being held by the President unless the President recognizes another chairperson.

Article 17 – Quorum

A Quorum at any executive meeting shall consist of 50 per cent of the voting executive members. There are no quorum restrictions at general meetings.

Article 18 – Voting

1. All voting (with the exception of executive positions) may be by show of hands if the majority of voting members present agree. A ballot is used if at least five (5) Voting Members request it.

2. No individual may carry more than one vote.
3. Meeting Chairs shall only be permitted a vote in cases where:
 - a) vote is by secret ballot;
 - b) the Chair's vote would affect the result.
4. Voting by proxy will not be permitted.

Article 19 - Fiscal Year

The Fiscal Year of the NSBO shall run from September 1st – August 31st.

Article 20 - Committees

1. The Core Executive shall establish committees as necessary for the operation of NSBO and shall have the power to make temporary regulations, which are not governed by these guidelines, subject to the following:
 1. the Chairperson of the committee shall be a member in good standing of NSBO;
 2. the Chairperson may appoint any person suitable to the Core Executive to the committee he/she is chairing;
 3. the committee shall meet at the call of the Chairperson at such time and place shall be appointed by the Chairperson.

Article 21 - Standing Committees

Standing Committees are as follows:

1. AUS/ACAA Selection Committee - Provincial Supervisor (Chairperson), AUS Commissioner, ACAA Commissioner, Provincial Assessor and Provincial Interpreter
2. National Selection Committee - Provincial Supervisor (Chairperson), AUS Commissioner, ACAA Commissioner, Provincial Assessor, Secretary-Treasurer and Member at Large. The committee must consist of six people and should an official wish to be considered for assignment must preclude himself/herself from the process. The President will appoint a replacement. The committee will identify and submit names of potential candidates to COBC (Canadian Basketball Officials' Commission) for their consideration for national appointments. The committee will also identify NSBO candidates for FIBA Certification.
3. NSSAF Tournament Selection Committee – Provincial Assessor (Chairperson), Provincial Interpreter, Provincial Supervisor
4. Disciplinary Committee: NSBO Vice President (Chairperson), Member at Large, Secretary-Treasurer and one other Area Supervisor appointed by Chair
5. Rates Committee - Provincial Supervisor (Chairperson), Vice-President and Member at Large
6. Awards Committee – Provincial Supervisor (Chairperson), President, Secretary- Treasurer and Member at Large
7. Audit and Budget Committee - Secretary-Treasurer (Chairperson), President, Vice- President, Provincial Interpreter, Provincial Assessor and Member-at-Large

8. Professional Development Committee – Secretary-Treasurer (Chairperson), President and Member at Large
9. Education and Interpretations Committee – Provincial Interpreter (Chairperson), Provincial Assessor and Member at Large

NOTE: Appeal process for all Standing Committees will be managed by the President.

An Appeals Committee will not be a Standing Committee. It will only be activated when required. Depending on the nature of the appeal, we reserve the right to add a representative from BNS as well as an Area Supervisor to assist the President in the decision making process.

Article 22 - Dress Regulations

1. NSBO members are required to wear the following uniform when officiating games in Nova Scotia:
 - black footwear
 - black socks
 - black pants
 - black belt (if worn)
 - NSBO approved basketball official's shirt
 - black whistle lanyard
 - black whistle (exceptions are permitted for special events (i.e. cancer – pink whistle))
 - approved NSBO black jacket
 - wrist watches or jewelry of any kind may never be worn
2. NSBO members are required to conform to NSBO dress regulations when officiating in any NSBO sanctioned games. The Area Supervisor may use discretion with the requirements for attire of new officials.

Article 23 - Certification

All members are subject to and governed by the National Officials Certification Program. Officials will be given a certification level based initially on their local and regional performance and subsequently on their performance / evaluations at provincial championships or designated games.

Article 24 - Financial

1. Budget - The Secretary-Treasurer will present a budget to the executive at the Fall meeting for the upcoming financial year. The budget must be accepted as presented or the executive may suggest changes. A final budget must be accepted by the executive for implementation in the upcoming fiscal year. The fiscal year for NSBO will be September 1st – August 31st.
2. Reporting - The Secretary-Treasurer must present a report to the executive at each of the scheduled executive meetings regarding the association budget and financial dealings.
3. Banking - The Secretary-Treasurer will open, on behalf of NSBO, an account to transact NSBO business. There shall be three signing authorities on all NSBO accounts including the Secretary-Treasurer, President and one NSBO member selected at the discretion of the Secretary-Treasurer. Disbursements shall be approved by at least two of the signing officers and paid out by the Secretary-Treasurer.

Article 25 – Areas

1. Each area shall be responsible for electing an Area Supervisor and Area Assignor. NSBO has divided the province into the following 10 areas:
 1. Cumberland
 2. Colchester
 3. Highland
 4. Strait
 5. Cape Breton
 6. Metro
 7. Valley East
 8. Valley West
 9. South Shore
 10. Yarmouth
2. Any changes to these areas must be approved by the Core Executive.

Article 26 – Affiliations

The NSBO is affiliated with the Canadian Association of Basketball Officials (CABO), the Canadian Basketball Officials Commission (CBOC), the Nova Scotia School Athletic Federation (NSSAF), Basketball Nova Scotia (BNS), Atlantic University Sport (AUS) and the Atlantic Collegiate Athletic Association (ACAA). NSBO works cooperatively with these partners in accordance with mutually agreed to terms and conditions.

Article 27 - Amending the Operational Guidelines

Any amendments to this Operational Guideline shall be circulated at least 15 calendar days in advance and require majority vote support at a duly constituted Annual General Meeting to succeed.

Article 28 – Rules and Regulations

1. The NSBO Core Executive has the authority to make rules and regulations concerning the governance of NSBO provided such rules are within the intent of the Operational Guidelines. These rules and regulations may be introduced and/or changed at any of the NSBO executive or general membership meetings, and require a majority vote.
2. The appendices attached to this Operational Guidelines are the working rules and regulations of NSBO. They shall be considered binding on all members. The rules and regulations of NSBO may be amended by a majority of the Core Executive subject to ratification at the next General Meeting.

NOVA SCOTIA BASKETBALL OFFICIALS

RULES AND REGULATIONS OF THE OPERATIONAL GUIDELINES

Approved September 2017

ASSIGNING OF GAMES

NSBO will assign games as follows:

1. a) All leagues submit their schedules to the appropriate Assignor(s).
2. b) Officials are provided with a written list of assignments (electronically) whenever possible.
3. c) Officials are assigned games based on:
 4. i) ability
 5. ii) availability
 - iii) service to the NSBO

Members are not to accept assignments where there will be potential time conflicts.

Members are not entitled to make assignment changes without initially contacting their Assignor. Failure to comply may result in disciplinary action.

ASSIGNMENTS – NATIONAL

National assignments are administered by CABO/COBC and include CIS, CCAA, Senior, U-17, U-15 National Tournaments and Canada Games. Each province (or conference) is allotted a specific number of appointments (with the exception of CIS). NSBO receives nominations of eligible individuals based on provincial evaluations. CABO then ratifies the selections.

The following criteria apply to nominees:

1. Must obtain a mark of 86% on the CABO (FIBA) Exam
2. Must have obtained an evaluation
3. Must have attended the annual NSBO clinic
4. Must currently be working the level of game appointed

ASSIGNMENTS – PROVINCIAL

The NSBO Provincial Assessor assigns the Provincial NSSAF Championships.

Note: Officials are required to apply for Provincial High School Championships and will be selected based on their application, availability and if they meet all necessary requirements. By December 31st, NSBO will communicate to all members the site and dates of Provincial Championships. Applications must be returned by January 31st. The submission of an application indicates that the official is prepared to accept any assignment applied for.

The following criteria is used to select officials to work Provincial Championships:

1. Must obtain a mark of 80% on the annual CABO/NSBO Exam
2. Must attend an annual NSBO approved clinic
3. Must be recommended by Area Supervisor
4. Must currently be working the level of game appointed

AUS AND ACAA ASSIGNMENTS

The AUS and ACAA assignments are the responsibility of the appointed Commissioners.

AUS/ACAA COMMISSIONERS

The AUS and ACAA Commissioner positions are by appointment only. They serve a 3-year term and are required to perform duties in accordance with the position description and NSBO policies. Both Commissioners are subject to an annual evaluation completed by the Core Executive.

CABO (Canadian Association of Basketball Officials)

CABO is our national association and is a branch of Basketball Canada. CABO plays a critical role with its provincial officiating bodies and their various local boards. It deals with rule interpretations and appointment of officials to national tournaments.

CLINICS

Attendance at NSBO's Provincial Interpreter clinics, in each area, is mandatory for all officials every year.

CODE OF CONDUCT

The Code of Conduct for Nova Scotia Basketball Officials has been developed to identify important standards which will be utilized by all members to enhance the professionalism of the organization. By adhering to the standards listed below, all officials will help ensure that the game of basketball is played in an environment of the highest integrity, competency, safety, and fair play.

It is the responsibility of all NSBO members to familiarize themselves with the Code of Conduct so that their behavior, both on and off the basketball court, will withstand the highest scrutiny and accountability during the performance of their duties.

- 1) Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
- 2) Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- 3) Officials shall master both rules of the game and mechanics necessary to enforce the rules, observe other officials work, attempt to improve their game at all times, and shall exercise authority in an impartial, firm and controlled manner.
- 4) Officials shall display and execute superior communication skills, both verbal and nonverbal. These skills should be executed in a manner that does not draw attention to themselves as the game is more important than the ambitions of an official.

- 5) Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues, and the public. They shall refrain from talking about other officials to other officials, bystanders, coaches, players, and athletic directors. All queries should be directed through Area Supervisors to the appropriate member of the executive.
- 6) Officials shall hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion, tactfulness, hustle, and effort.
- 7) Officials shall recognize that anything which may lead to a conflict of interests, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school, team or league which can compromise the perceived impartiality of officiating must be avoided.
- 8) Officials shall not officiate any games or scrimmages, whether paid or not, that are not assigned by an approved NSBO Assignor. Failure to follow the above regulation is a violation of the Code of Conduct and members will be suspended indefinitely and referred to the Discipline Committee for further sanction.
- 9) Officials shall not harass the Assignor in any way, particularly to benefit themselves in terms of the number or level of games they receive.
- 10) Officials shall make every effort possible to attend area meetings or make non-attendance known.
- 11) Officials shall work with each other, whether officiating or not, and their governing bodies in a constructive and cooperative manner. Whether officiating or not, they shall neither criticize nor attempt to explain fellow officials' judgement or decisions nor do anything to cause them public embarrassment.
- 12) Officials shall not speak on behalf of NSBO but use their Area Supervisor as the first avenue of requesting information. This will be the only accepted form of a query.
- 13) Officials shall not use the NSBO email list in any unauthorized manner that promotes a viewpoint or forum of any member that is not mandated by the executive. All official statements from NSBO will come from the President's Office. This policy also applies to any local area email list.
- 14) Officials shall abide by all sections of the NSBO Operational Guidelines and Rules and Regulations, and the mandate set forth in those sections.
- 15) Officials shall bear a great responsibility for engendering public confidence in sports.
- 16) Officials shall be free of obligation to any interest other than the impartial and fair judging of sports competitions.
- 17) Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.
- 18) Officials shall resist every temptation and outside pressure to use one's position as an official to benefit oneself.
- 19) Officials shall never participate in any form of illegal gambling on sports contests, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.

20) Officials shall not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.

21) Officials shall work all contests without consuming alcoholic beverages on game day or being under the influence of drugs.

22) Officials shall write the yearly exam and fully pay up their NSBO dues, prior to or on the due date, to remain members in good standing.

23) Officials shall accept responsibility for all actions taken.

CODE OF CONDUCT - SANCTIONS

Missed Games - Any member who misses an accepted game shall be sanctioned as follows:

- a) 1st incident – game fee fine for every game in incident, charged according to NSBO rates along with a verbal/written warning
- b) 2nd incident – game fee fine for every game in incident, charged according to NSBO rates and a seven (7) day suspension
- c) 3rd incident – game fee fine for every game in incident, charged according to NSBO rates and a twenty-one (21) day suspension
- d) 4th and any subsequent incident – suspension for the remainder of the season

Lateness for Games - Any member who is late for an accepted game shall be sanctioned as follows:

1. 1st reported lateness - warning
2. 2nd reported lateness –seven (7) day suspension
3. 3rd reported lateness – twenty-one (21) day suspension
4. 4th reported lateness – suspension for the remainder of the season

Notes:

- All disciplinary action will be upheld in all areas of the province and by all NSBO Assignors.
- Area Supervisors, ACAA Commissioner and AUS Commissioner are responsible for establishing lateness and missed game policies and have flexibility in interpretation of all sanctions.
- Area Supervisors, ACAA Commissioner and AUS Commissioner have flexibility in interpretation of sanctions.

CODE OF CONDUCT - REFERRAL TO SUPERVISOR OR COMMISSIONER FOR SANCTION

Includes, but not limited to:

1. Unprofessional Behavior
2. Verbal Abuse
3. Harassing the Assignor
4. Conflict of Interests
5. Officiating of games or scrimmages not assigned by an approved NSBO Assignor
6. Not filing ejection reports in a timely manner
7. Not attending area meetings on a regular basis without explained absence
8. Not being a member in good standing

Note: Area Supervisors, ACAA Commissioner, and AUS Commissioner are responsible for sanctions.

CODE OF CONDUCT - REFERRAL TO VICE-PRESIDENT FOR SANCTION

Includes, but not limited to:

1. Physical Abuse
2. Unacceptable game performance which may result in a protest being upheld
3. Not consulting Area Supervisor prior to speaking on behalf of NSBO
4. Violation of NSBO e-mail clause
5. Violation of NSBO Rules and Regulations
6. Violations of Code of Conduct not already regulated by Area Supervisor, ACAA and AUS Commissioner
7. Referrals directly involving the Area Supervisor or Commissioners
8. Appeals of a decision by the Area Supervisor or Commissioners

Note: Vice-President/Discipline Committee responsible for sanctions.

CORE EXECUTIVE DUTIES

President:

- Supervises the affairs of NSBO
- When present, chairs all NSBO and Core Executive Committee meetings
- Acts as the spokesperson for NSBO
- Has the authority to act on any matter not specifically covered by the Operational Guidelines or Rules and Regulations
- Member of the Professional Development Committee
- Member of the Audit and Budget Committee
- Member of the Awards Committee

Vice President:

- Presides at meetings in the President's absence
- Replaces the President at various functions when asked to do so by the President
- Carries out other duties assigned by NSBO
- Chairs the Disciplinary Committee
- Member of the Rates Committee
- Member of the Audit and Budget Committee

Provincial Supervisor:

- Makes recommendations for all provincial and national tournament assignments, which will be approved in principle by the Core Executive Committee
- Informs COBC and CABO of NSBO's selection of officials for national assignments
- Is one of NSBO's representatives at the CABO Annual General Meetings
- Liaisons with various basketball partners (NSSAF, ACAA, BNS, etc.)
- Administers the Certification Program
- Chair the AUS/ACAA Selection Committee, Rates Committee, Awards Program
- Member of the National Selection Committee

Provincial Interpreter:

- Responsible for the delivery of provincial and regional clinics
- Coordinates the writing of the national and provincial exams
- Provides the membership with CABO bulletins regarding rule interpretations
- Provides rule interpretations when requested by members
- Representative of NSBO to the CABO Committee of Interpreters
- Chairs the Education and Interpretations Committee
- Member of the National Selection Committee, the NSSAF Championship Selection Committee and the Audit and Budget Committee

The Secretary-Treasurer:

- Secretary and Financial Officer of NSBO
- Attends all NSBO and Core Executive Committee meetings
- Records and distributes minutes of all meetings
- Responsible for the maintenance of all written and financial records of NSBO
- Maintains an accurate and comprehensive record of all members of NSBO
- Notifies members of all meetings
- Collects and deposits NSBO annual membership fees
- Deposits all NSBO monies in a bank, treasury branch or trust company chosen by NSBO
- Prepares and presents a detailed account of revenues and expenditures at NSBO's AGM
- Chairs the Audit and Budget Committee
- Member of the National Selection Committee, the Disciplinary Committee, the Awards Committee and the Professional Development Committee

Provincial Assessor:

- Trains and assigns tournament Assignors/Evaluators for all provincial tournaments, where applicable
- Identifies high performance officials
- Contacts appropriate assignor to schedule evaluation of officials
- Coordinates the NSSAF Provincial Championships
- Chairs the NSSAF Championship Selection Committee
- Member of the AUS/ACAA Selection Committee, the National Selection Committee and the Education and Interpretations Committee

Member-at-Large:

- Undertakes any reasonable duties the Core Executive may request of him/her
- Responsible for NSBO's Mentoring Program
- Member of the Audit and Budget Committee, the Professional Development Committee, the National Selection Committee and the Education and Interpretations Committee

DISCIPLINARY ACTION

NSBO may take disciplinary action against a member within the bounds of the Operational Guidelines and Rules and Regulations. The Discipline Committee shall decide on appropriate disciplinary action for any violations of the Code of Conduct not specifically covered by the Code of Conduct and Operational Guidelines and/or Rules and Regulations.

EJECTIONS

It is very important that members follow the proper procedures after ejecting a player or coach. At the game site, report the incident on the back of the scoresheet, or attach a sheet of paper to the scoresheet. Immediately following the game (or as soon as possible), the responsible official shall call the Area Supervisor to report the incident for his/her follow-up action with the league. Be prepared to give a detailed report, including the name of the teams involved, as well as the name and number of the player(s) involved. A copy of the written report must be forwarded to your Area Supervisor.

EVALUATIONS

NSBO's objective is to evaluate as many officials as possible each year. The NSBO Provincial Assessor appoints and instructs a staff of Provincial Evaluators who are responsible for providing written

evaluations for all officials in Nova Scotia. All evaluation requests should be made through your Area Supervisor who in turn will notify the Provincial Assessor. The Provincial Evaluators will provide written evaluations to the Provincial Assessor within two weeks of the official's evaluated game(s). The Provincial Evaluator will provide copies of the evaluation to the official and respective Area Supervisor. Only when an evaluation is completed for a Level III Certification does a copy of the evaluation need to go to the NSBO Provincial Supervisor. Officials who are not satisfied with their evaluation may request to be rated by a different evaluator.

EVALUATION FEES

The cost of an evaluation is a game fee, which will normally be deducted from officials' pay by the assignor.

EXAM – CABO/NSBO (FIBA Rules)

The annual CABO/NSBO approved exam is coordinated by the Provincial Interpreter and is administered by the respective Area Supervisor. All officials are required to write this annual exam by December 15th and obtain a passing mark as identified in the NOCP. The minimum score for officials wanting to be considered for national assignments is 86%.

FAN ABUSE

The following procedures have been adopted for dealing with fan abuse.

1. Inform coaches that fan abuse has happened.
2. Game will not proceed until the coaches or their designate has cautioned the fan(s).
3. The second incident of fan abuse, the coaches shall be informed that the fan(s) must be removed from the building.
4. The game does not proceed until the fan(s) has been removed. If the fan(s) does not leave in a timely manner, the game will be terminated.
5. Severe fan abuse does not require a warning to have the fan(s) removed.

GAME FEE AND EXPENSES

Game fees and expenses to be charged by members of NSBO shall be set at an annual or special meeting called for that purpose. A meeting shall accept or reject a proposal submitted by the Rates Committee. Officials shall be paid by their local assignor or Commissioners.

LEVEL CERTIFICATION PROGRAM

NSBO recognizes the CABO National Officials Certification Program as its official certification program. It is designed to classify officials based on set criteria, such as experience and ability, and is the basis for the development and training of officials within the province. Officials will be required to meet certain standards and pass the annual CABO exam. There are currently five levels as part of the National Certification Program.

Any member who disagrees with their designation may appeal to the Provincial Supervisor to review their file. The finding of the Provincial Supervisor shall be communicated to the member, their Area Supervisor and Area Assignor, in writing. The finding of the Provincial Supervisor and the designation assigned to the member shall be final and no appeal of this finding is available to the member.

MEMBERSHIP FEES

NSBO active membership fees include the following:

1. Basketball Nova Scotia membership which includes accident and liability insurance coverage for all BNS sanctioned basketball games officiated. Additional insurance purchased by NSBO, covers all other basketball games in NS. NSBO must sanction basketball games not covered by BNS.
2. CABO membership fee
3. NSBO membership fee
4. Canada Basketball membership fee
5. Annual NSBO Clinic
6. Eligibility for all High School assignments
7. Eligibility for Provincial Tournament and National Tournament assignments and evaluations

MEMBERSHIP OF NSBO

New officials and members renewing their membership are responsible to provide all required information to their Area Supervisor during the annual registration period.

Members are considered to be members of the area in which they reside and are required to register with the Area Supervisor in that area. Area Supervisors shall keep pertinent information on all members in their area. Officials may choose to become members in more than one area but are then subject to area rates in both areas.

Members who act in such a manner as to bring the reputation of NSBO into disrepute or bring the reputation of the game of basketball into disrepute must be dealt with by the Core Executive in accordance to the protocol laid out in the Operational Guidelines.

All Core Executive and Provincial Council members of NSBO must be members in good standing. If a Core Executive or Provincial Council member lets their membership lapse, the President may remove them from that position immediately. The President may reinstate the status of a Core Executive or Provincial Council member if they become members in good standing but only within 14 days of the lapse of their membership. Past the 14-day mark, the member will be permanently replaced on the Core Executive or Provincial Council.

NSBO Executive members who are unable to actively officiate but wish to continue in their executive position may be granted membership in good standing but membership fees shall be waived.

The Area Supervisor must approve all basketball related activities requiring officials (i.e. summer leagues, 3-on-3 tournaments, special tournaments/games, etc.).

NSBO members shall not be assigned games that:

1. involve immediate family members (special approval can be granted in extenuating circumstances by Core Executive);
2. involve high schools, colleges, or universities for which he/she is an employee (unless approved by Core Executive);
3. his/her Area Supervisor and/or Commissioner believes NSBO's impartiality could be compromised

MINUTES OF NSBO MEETINGS

Minutes of the annual general and executive meetings will be posted on the NSBO website one month prior to the meeting. The minutes will be for information purposes of the general membership.

NSBO (Nova Scotia Basketball Officials)

NSBO is an arm of basketball Nova Scotia and a branch of CABO. They make province wide rulings and selections for provincial tournaments and are responsible for the growth, organization and development of Nova Scotia Basketball Officials. Funds are obtained from membership fees.

PERSONAL APPEARANCE AND CONDUCT

Officials shall strive for neatness in appearance at all times. The uniform shall be clean, pressed and fit appropriately. Conduct before, during and after the game should always be dignified, business like and professional. Remember, officials are the face of NSBO.

Refer to Article 22 of the Operational Guidelines for Dress Regulations.

RETROACTIVE CREDIT

To respect the accomplishments of new NSBO members who have performed in other CABO jurisdictions, credentials earned outside of Nova Scotia may be recognized. Candidates should apply to the Provincial Supervisor for appropriate recognition.

ROSTER

An updated membership list will be published annually. It is each official's responsibility to ensure their relevant information is provided to the Area Supervisor. The Area Supervisors will then forward the information to the Secretary-Treasurer for his action.

RULES OF PLAY

All games are played under FIBA rules utilizing 2-person and/or 3-person crews.

STANDING COMMITTEES OF NSBO

Education and Interpretation Committee

This committee oversees rules and interpretation clinics within each region. They work with CABO and other officials' organizations in holding inter-provincial clinics, provide common rule interpretations and mechanics, and train Provincial Evaluators.

AUS/ACAA Selection Committee

The AUS/ACAA Selection Committee is responsible for selecting officials to the AUS and ACAA Championships.

In the case that a member of the committee wishes to be considered for an assignment to the AUS/ACAA Championships, he/she must remove themselves from the committee and the Chairperson shall select a replacement.

This committee has the responsibility to assess, discuss and chose officials, those members of Level III or greater that will work games in the AUS/ACAA men's and women's leagues. This committee will be responsible for providing NSBO with a list of officials at the end of each season.

All NSBO members of a Level III or greater and not on the AUS/ACAA panel are encouraged to apply in writing to the Chair of the AUS/ACAA Selection Committee for panel consideration. The Chair must receive applications no later than June 1 for the next season. Applications should include all pertinent information from the individual's officiating history.

Notification of the AUS/ACAA Panel shall be completed no later than the Fall NSBO General Meeting.

Completion of the assessment of the AUS/ACAA candidates for inclusion in the upcoming season will take place no later than September 15th.

Members included on the AUS/ACAA Panel are required to attend the mandatory Level III clinic coordinated by the Commissioners. AUS Officials who do not complete this requirement shall be subject to a reduced schedule in that season. The Commissioners shall determine the reduction in that schedule.

NSBO members shall not referee back-to-back AUS/ACAA games unless special circumstances warrant their assignment and approved by the Commissioners.

AUS/ACAA Commissioners may assign any Level III official to a game under special circumstances should the need arise.

Any member of the AUS/ACAA Panel has the right to apply for and be granted a leave of absence for a season(s) or part thereof. The decision to return same official to the AUS/ACAA Panel rests with the respective Commissioner.

The AUS/ACAA Panel is governed by the NSBO Operational Guidelines, the NSBO Rules and Regulations and the NSBO-AUS/ACAA contract.

National Selection Committee

The National Selection Committee will meet when CABO or COBC informs NSBO that they will receive assignments to National Tournaments.

The dates for submission of these candidates to CABO or COBC are of utmost importance and the meeting of the Selection Committee must give a substantial amount of lead-time for the assignment of NSBO members to these tournaments. Officials nominated for CIS assignments must submit a detailed resume of their basketball experience. There is substantial lead-time required by members and CABO and COBC to make arrangements for travel, to accept/reject assignments and to communicate with host organizing committees.

Members must be in good standing to receive CABO and COBC assignments.

In choosing candidates for any National Championships, the National Selection Committee shall use Level III ranking information as a major criterion. Because the ranking information will reflect the previous year's performance, the Committee must also consider the current year's performance in making their final selections.

National Selection Committee members wishing to be considered for a particular appointment shall remove themselves from the Committee and the President shall appoint a replacement.

NSSAF Tournament Selection Committee

NSBO members are required to apply in writing through their Area Supervisor to be considered for NSSAF Championships. Area Supervisors shall forward all applications to the Chair of this committee by January 30 of each year.

NSBO members considering assignment to any NSSAF Championships must have passed their FIBA test (80 per cent minimum mark within the past two seasons) and have worked at least four games at the level they are being considered for in that season.

The NSSAF Championship Selection Committee will meet as required to assess the applications/recommendations for assignments to the NSSAF Championships. These assignments will be communicated to the members as quickly as possible for final confirmation.

Members who turn down assignments without legitimate reason shall not be considered for assignment in the next year.

Discipline Committee

The Discipline Committee meets to assess complaints regarding any reported incidents involving physical abuse by NSBO members or misconduct above that already administered by the Area Supervisor. The committee will also investigate an unacceptable game performance which may result in a protest of a game being upheld. They will consider all the information in the file and render a decision based on this information regarding any sanctions against the member based on the NSBO Code of Conduct. The member has the right to appear before the Discipline Committee to speak to the incident. A decision will be communicated in writing to the member immediately after the committee renders the decision. The Area Supervisor, Area Assignor and the Core Executive of NSBO will also be immediately informed in writing.

Members may appeal the decision of the Discipline Committee by requesting an appeal in writing to the Executive Director of BNS. This request must outline the basis for the appeal. Any appeals of a decision by the Area Supervisor must go through the Discipline Committee.

All decisions rendered by BNS in an appeal process are final and binding.

NSBO members' disciplinary files are to be cleared after two years.

NSBO members who act in such a manner as to bring the reputation of NSBO into disrepute or bring the reputation of the game of basketball into disrepute must be dealt with by the Core Executive in accordance with the NSBO's Code of Conduct and NSBO's Operational Guidelines.

Members of NSBO found to have committed physical abuse or misconduct above that already administered by the Area Supervisor are subject to a minimum mandatory three month suspension.

Area Supervisors, after consultation with the Core Executive, are responsible for determining whether a particular situation is to be referred to the Discipline Committee of NSBO. In cases of chronic and relatively minor misbehavior (i.e. lateness, missing meeting, harassing assignors, etc.) the Area Supervisor must be willing and able to demonstrate that he/she has utilized some combination of verbal and written corrective action before referral to the Discipline Committee. Area Supervisors may, after some combination of verbal/written action, mandate a change in either the number or level of assignments an NSBO member receives. Such a change in assignments must be made in writing to the affected member and a copy sent to the Vice-President of NSBO.

Rates Committee

The Rates Committee will meet with clients to set rates for the officiating services of NSBO when required. These rates are considered to be maximum rates that can be charged by NSBO.

The Committee must set rates for all levels of basketball played in Nova Scotia except AUS and ACAA games which have a separate contract \ Letter of Agreement.

The Committee must publish a 'Rate Sheet' for the members of NSBO to approve at any general meeting of NSBO. The rates must be approved at the general meeting before they can be charged to clients of NSBO. If the rates sheet is not approved, the approved rates from the previous agreement will be the approved rate for the balance of the season. The approved Rate Sheet shall be distributed to all Area Supervisors for their action.

Awards Committee

The Awards Committee shall review the membership information each year to determine which of the NSBO members will be nominated for awards after meeting the criteria listed in NSBO's Awards document (such as Frank Baldwin Award, Rod Shoveller Award, Wink Willox Award, Ted Early Award, etc – all found on NSBO's website).

NOTE - Only persons who meet NSBO's awards criteria will be considered. Those being considered must have demonstrated a long-term commitment to basketball officiating and also in doing so have brought distinction to NSBO as well as the sport of basketball.

Recognition may take the forms of life memberships, plaques, certificates, pins and nomination for other awards such as the Nova Scotia Sports Hall of Fame.

Audit and Budget Committee

The Audit and Budget Committee is responsible for generating revenue-producing initiatives on behalf of NSBO. The committee submits an annual budget for NSBO and conducts an internal review of the previous year's financial transactions.

The yearly-approved NSBO budget must be a balanced budget. No membership may approve a budget submission that is based on a deficit.

Budget lines that must be included in the financial report shall include:

- Revenue
- NSBO Fees Received
- Fund Raising Revenue
- Corporate Sponsorships

- Grants
- Clinic Fees
- Expenses
- Web Site Expenses
- Awards
- CABO Fees Paid
- BNS Fees Paid
- Professional Development Grants
- NSBO Administration
 - phone costs
 - travel costs
 - expense claims
 - Technology costs
- Clinic Expenses

Professional Development Committee

The mandate of the Professional Development Committee is:

1. to distribute professional development funds
2. to oversee fund raising initiatives
3. to assist NSBO members when applying for funding from other sources
4. to present a professional development report at the Annual General Meeting with respect to funding activities

The professional development fund will be managed under the office of the Secretary-Treasurer in concert with the President and Provincial Assessor.

The funding formula to be used with respect to allocation of the professional development funds will be the following:

1. 60% - to support province wide initiatives
2. 40% - to support individual initiatives

An annual amount will be made available to the professional development fund through membership fees. This amount will be determined by the Audit and Budget Committee in conjunction with the Professional Development Committee.

WEBMASTER

The Webmaster is responsible for maintaining the official NSBO website. The NSBO Webmaster will post or delete information on the website only after consultation with and approval from the Core Executive.