

**NORTHERN CALIFORNIA OFFICIALS ASSOCIATION-SOUTH BASKETBALL
RATING COMMITTEE OPERATING PROCEDURES**

A. Name

1. This committee is part of the Northern California Officials Association South-Basketball Division and shall be known as the "Rating Committee" for basketball.

B. Objectives

1. To meet, and fairly evaluate, the basketball officials in our association, and to the best of our ability, assign each member with a rating.
2. To clearly articulate to the membership, the classification system used to rate officials and post it on the Association website.
3. To recommend to the assignor of officials the level of game that officials are qualified to work.
4. To recommend officials for potential assignment to officiate post season playoff games.
5. To have members of the Committee act as observers and advocates for members seeking a change in their rating.
6. To provide forms and a process for the individual game performance evaluation of an official, usually by request.
7. To uphold the standards and integrity of the Association.
8. To operate in accordance with the Associations current Bylaws.

C. Rating System

1. The "Rating Criteria" will include game performance standards that will reflect an ideal representation of what is expected in all areas from pre-game, on-floor officiating and post game.
2. Game performance standards are just one tool used by the Committee when recommending an official for a movement to their rating.
3. The rating criteria will also reflect competencies, game/court presence, attitude and communication, appearance, fitness, effort and professionalism and any other criteria deemed necessary to be an effective high school basketball official.
4. The rating criteria and evaluation standards shall be an adopted policy of the Association Executive Board and will be posted on the Association website.
5. In order to secure a rating, each official must have paid current Association dues and must pass the certification exam.
6. Satisfactory attendance at Association meetings and clinics is a factor in an officials rating.
7. Up to 3 training hours may annually be granted for Association approved camps and clinics offered by others.

D. Membership

1. The Rating Committee shall consist of 15 members.
2. Three (3) "at large" members of the Committee will be annually elected by the general membership.
3. "At large" members may be elected by the membership for additional terms of office, not to exceed 3 successive years.
4. Twelve (12) members of the Committee will be chosen in accordance with the Associations Bylaws (Bylaw Section 11.A).

5. In consultation with the Committee, the Chairperson shall recommend the appointment of members to the Committee, subject to ratification by the Executive Council.
6. Vacancies on the Committee shall be filled in the same manner as D.4 of its "Operating Procedures."
7. Members appointed to fill a vacancy are subject to approval by the Executive Council and will serve the same term of office as the person they are replacing and can be considered for reappointment for one additional term.
8. The term of office for appointed members is six (6) years.
9. The twelve (12) appointed members shall serve staggered terms of office such that two (2) positions are subject to the appointment process each year.
10. All terms of office that terminate will do so at the end of the first regularly scheduled meeting of the Association.
11. All Committee members must have a minimum of five years of varsity high school basketball officiating experience.
12. All members must have, and maintain, a rating that qualifies them to work as a referee (R) or umpire 1 (U1) at the varsity level.
13. Members must devote, and document to the satisfaction of the Executive Board, their time in observing, evaluating and documenting the ratings of the association members.
14. Members must be willing to communicate, both verbally and in writing, with officials and the Committee on all aspects of an official's evaluation and rating.
15. A member can be reappointed to the Committee after a two (2) year absence. (Note: an exception may be made if the Executive Council deems that there is a shortage of qualified candidates).
16. The Chairperson of the Committee serves at the pleasure of the Executive Council (Bylaw Section 11.A.1).
17. The Association First Vice President shall be a non-voting member of the Committee (Bylaw Section 2.B).
18. Committee members are expected to give back to the Association by volunteering to help at clinics, camps and as instructional resources.

E. Meetings

1. The time and place of the Rating Committee meetings will be determined by the Chairperson.
2. There should be at least four (4) Committee meetings per year, generally held pre-season, mid-season and prior to playoffs. Other meetings will normally be required in order to effectively serve the Association's membership interests.
3. At the discretion of the Chairperson, with approval of the Association President, single issue items requiring action may be considered by utilizing electronic means such as conference calls, e-mail, etc. A minimum of eight (8) votes is required for passage.
4. A minimum of eight (8) members must be present at a meeting in order to constitute a quorum for conducting business.

F. Officers

1. The Rating Committee shall have a Chairperson whose duties include:
 - Scheduling meeting dates, time and place.
 - Presiding over meetings and setting the agenda.
 - Working with the Executive Council and sharing pertinent information and rating changes that result from Committee meetings.

- Assisting the Association First Vice President in periodically addressing the Association with updates and subject matter relating to the rating of officials.
 - Voting as a member of the Committee.
 - Forwarding the Committee's recommended list of playoff officials to the Executive Committee.
2. A Secretary shall be chosen from the Committee and will have the following duties:
 - Documenting important topics addressed at Committee meetings.
 - Keeping a record of all active Association members.
 - Recording, organizing and documenting the ratings and any rating changes of any Association member that has been evaluated and/or rated.
 - Provide a current list of all active and new Association members at the beginning of a new year and at the beginning of December.
 - Serving in office, subject to appointment by the Chairperson and ratification by the Executive Council.
 - Presiding over meetings in the absence of the Chairperson.
 - Voting as a member of the Committee.
 3. The Association First Vice President is the Executive Council liaison to the Rating Committee and shall have the following duties:
 - Presiding over meetings in the absence of the Chairperson and Secretary.
 - May continue to serve as a voting member on the Rating Committee if elected as an officer for the Association, for the remainder of his or her appointed term.
 - Shall serve as an advisory, non-voting member of the Committee, if not currently a member of the Committee.

G. Governance

1. Amendments, changes or new "Operating Procedures" shall be recommended by the Committee to the Executive Council.
2. The Executive Council has ultimate authority to ratify, change or modify the Committee's "Operating Procedures."
3. The Executive Council may remove a member of the Committee for unexcused poor attendance, not fulfilling the responsibilities of membership or exhibiting behavior deemed detrimental to the Association. Removal is subject to the grievance process outlined in the Association Bylaws.

9/7/15