

BROWARD COUNTY
BASKETBALL OFFICIALS ASSOCIATION

GUIDELINES



BROWARD COUNTY BASKETBALL OFFICIALS' ASSOCIATION

GUIDELINES

Adopted June 27, 2021

1 GENERAL REQUIREMENTS

- 1.1 Must comply with all Florida High School Athletic Association, (FHSAA), requirements, policies and FHSAA Officials Guidebook.
- 1.2 Must comply with all Broward County Athletic Association (BCAA) also known as Athletics & Student Activities (ASA), requirements, guidelines, and policies and procedures.
- 1.3 Must comply with Broward County Basketball Officials Association's (BCBOA), Constitution, By-Laws, Guidelines, requirement, policies and procedures.
- 1.4 (Intentionally left blank)

2 REGISTRATION REQUIREMENTS

- 2.1 Register with FHSAA @ <http://www.fhsaa.org/sports/officials> by FHSAA deadline. Review the FHSAA website for deadline. NOTE: (FHSAA registration deadline has no bearing on BCBOA membership registration deadline).
- 2.2 Register with BCBOA and BCAA (also known as Athletics & Student Activities (ASA)), registration must be completed on-line @ <https://www.bcboaonline.org/registration2021>
Registration must be completed prior to Association registration deadline on 10/15/2021, to be eligible for any game assignment(s). Exception Transfer Official. (See Eligibility Section for further eligibility requirements.)
Member official(s) can register after registration deadline since the Association has an open membership. Any member registering after registration deadline WILL NOT BE eligible to receive or accept any game assignment(s). See Section 2.3 for further, if elects to register after deadline.

2.2(A) (Note) Application to Officiate is a dual application that covers both BCBOA and BCAA.

2.3 Member official(s) that elects to register after the registration deadline will be classified as a non-officiating member. A non-official member will be afforded the right to vote, attend Association activities and hold status of “Member in Good Standing”. A non-official member WILL NOT be eligible to review or accept any game assignment(s).

2.4 (Intentionally left blank)

3 REGISTRATION FEE AND TIME PARAMETERS

3.1 The following are fees and associated time parameter:

July 09, 2021 – July 31, 2021 = \$45.00

Note: (The \$45 is a one-time early-bird registration for 2021-2022 Season only).

August 01, 2021 – August 15, 2021 = \$60,00

August 16, 2021 – August 31, 2021 = \$75.00

September 01, 2021 – October 15, 2021 = \$100.00

There will be no extension on the deadline date for 2021-22 Season.

4 SECURITY CLEARANCE

- 4.1 All member official(s) shall successfully pass a security clearance. Security clearance must be conducted by Broward County School District's vendor. (See Section 4.3) for exception).
- 4.2 There are three (3) type of security classification e.g., Contest Official, FSSR Contest Official, and School District Employee.
Contest Official classification – Valid for five (5) years. (State of FL Uniform Badge)
FSSR Contest Official classification – Valid for one (1) year. (Require annual renewal)
School District Employee classification – Valid for one (1) year. (Require annual renewal)
- 4.3 Member official(s) can seek wavier for security clearance if he/she holds a current commission with a federal, state, or local law enforcement agency. Member official(s) should seek wavier through the BCAA Office. Member official(s) must complete all required forms and provide all requested documents in order to secure wavier.
- 4.4 Transfer and Secondary Association officials that holds a current State of Florida Uniform Badge is not required to obtain a second security clearance if the badge doesn't expire during basketball season. (Officials must provide the Association Secretary/Registrar with a copy of current FL State Uniform Badge. Copy of badge must be legible.
- 4.5 No member official(s) will be allowed to officiate any BCAA and MSAA interscholastic sports until such time verification is provided to BCAA and BCBOA Secretary/Registrar. Verification shall be a current security badge.
- 4.6 Member official(s) wishing to be considered for state series crew must obtain a State of Florida Uniform Badge. This badge can only be obtained by utilizing the Contest Official classification.
- 4.7 (Left blank intentionally)

5 FIELD PRINT FINGERPRINTING CODE (case sensitive)

5.1 Contest Official Code - FPBCPSContOffNet

FSSR Contest Official Code – FPBCPSFSSRContOffNet

School Board Employees Code – FPBCPSEmpVBDCnet

Field Print Tutorial:

https://docs.wixstatic.com/ugd/db9f7d_d4ad16febc8848bfaa62399eaa066fe1.pdf

Field Print Codes:

https://docs.wixstatic.com/ugd/db9f7d_9301859f860b4382bde84c0bdff670e9.pdf

6 TRANSFERAND SECONDARY OFFICIALS

- 6.1 A Transfer Official is defined as an official that is currently registered with a state-sanctioned or colleague conference in the season which he/she are transferring.
- 6.2 If a Transfer Official coming into BCBOA after the FHSAA examination date, he/she must have successfully passed the State sanctioned exam of the State in which he/she transferring to be eligible to officiate in current season. (See Eligibility section for additional requirement and information)
- 6.3 Transfer and Secondary Association officials must adhere to all FHSAA Guidelines & BCBOA Governances.
- 6.4 Transfer officials from another state must provide FHSAA acceptable documents to verify years of service from their previous state sanctioned Association.
- 6.5 If, transfer official failed to provide required document(s); he/she will be classified as a “Rookie Official” with BCBOA until such time the documents are received and FHSAA has updated Official’s Arbiter account.
- 6.6 Transfer and Secondary Association officials certified with years of service that meet the BCBOA Guidelines for varsity official must receive an “evaluation”. Evaluation must be sought through Association’s website “Request an Evaluation”. Official(s) shall not receive or accept any varsity assignment except for the purpose of evaluation.
- 6.7 (Left blank intentionally).
- 6.8 (Left blank intentionally).

7 ATTENDANCE (MEETING & TRAINING)

- 7.1 Member official must attend one (1) mandatory General Meeting prior to pre-season games to be eligible for any post season assignments including Districts, and State Series Contest. Violations of Section 7.1 shall be subject to following disciplinary actions:
FINE - \$100.00, SUSPENSION OR BOTH.
- 7.2 Member official(s) must meet mandatory BCBOA training requirement. Requirements include classroom, court and live game sessions. (Member official(s) shall refer to BCBOA Training curriculum for specific requirement.)
- 7.3 Member official(s) specific training requirement is based on official previous year BCBOA Ranking.
- 7.4 Member official(s) successfully completing a collegiate clinic/camp or sanctioned FHSAA camp during the summer prior to basketball season can utilize that training as one (1) of BCBOA training session requirement. Exception- Cannot be use for a Crew Chief training session.
- 7.5 Member official(s) electing to use a collegiate clinic/camp or sanctioned FHSAA camp must provide written document from such entities. Document shall be on entity letterhead, and signed by collegiate supervisor, coordinator, or Director of FHSAA or designee. Document shall be submitted to the Association Secretary/Registrar or their designee.
- 7.6 Training curriculum for each basketball season shall be posted on Association website and/or disseminated via Arbiter Sport.
- 7.7 (Left blank intentionally)
- 7.8 (Left blank intentionally)

The following are penalties for violation of Section 7.2.

- 1. FINE \$100.00 AND/OR INELIGIBLE FOR ASSIGNMENT FOR TWO (2) WEEKS.**
- 2. FINE \$200 AND/OR INELIGIBLE FOR ASSIGNMENT FOR FOUR (4) WEEKS.**
- 3. FINE \$200 AND/OR INELIGIBLE FOR ASSIGNMENT FOR SIX (6 WEEKS).**
- 4. SUSPENSION (SHALL BE BASED ON FAILURE TO ATTEND ANY TRAINING AND/OR CUMULATIVE VIOLATIONS OF TRAINING FOR CURRENT AND PAST SEASON).**

8 ELIGIBILITY

- 8.1 Member official shall fully register with BCBOA & BCAA prior to registration deadline to be eligible to receive and accept assignment. (Exception is transfer official)
- 8.2 Member official shall successfully pass security clearance.
- 8.3 Member official shall meet mandatory meeting attendance.
- 8.4 Member official shall meet all training requirements.
- 8.5 Member official shall successfully pass FHSAA Exam.
- 8.6 Member official shall be eligible for an Associations' evaluation after third year of service.
- 8.7 Member official shall have three-man training prior to seeking an evaluation.
- 8.8 Member official must receive above satisfactory evaluation to be eligible for varsity level assignment.
- 8.9 Member official must officiate ten (10) varsity level game prior to submission for consideration to state series crew.
- 8.10 No member official listing BCBOA as a secondary Association will be eligible to work any district games with BCBOA.
- 8.11 No member official listing BCBOA as a secondary Association shall not be allowed on any BCBOA State Series Crew.
- 8.12 Non-Officiating Member will not be eligible to receive or accept any game assignments.
- 8.13 (Left blank intentionally)
- 8.14 (Left blank intentionally)

9 EVALUATION

- 9.1 Member officials are required to obtain an evaluation based on eligibility.
- 9.2 Member officials are entitled to an evaluation at Association cost every third basketball season; predicated he/she has met eligibility.
- 9.3 Member official must request evaluation through Association's Evaluation portal on website. No exception.
- 9.4 Evaluation Committee and/or Board Liaison will coordinate evaluations with Booking Commissioner(s).
- 9.5 Member official must receive an above satisfactory evaluation to officiate varsity level assignment.
- 9.6 Evaluation is conducted by Association's evaluator. Evaluators must be approved by Executive Board.
- 9.7 Evaluation is valid for three (3) active consecutive basketball seasons.
- 9.8 If, member official receiving a satisfactory or below he/she can have a second evaluation performed at their cost. Member official shall be aware that the subsequent evaluation(s) will be totaled with previous and divided by the number of evaluations performed that season. The total shall be official ranking for the season.
- 9.9 Evaluators will submit written evaluations to Association Secretary/Registrar within 72 hrs., from date evaluated.
- 9.10 Member official shall be subject to re-evaluation if Association receives unsatisfactory performs report from schools and/or Booking Commissioner. Re-evaluation shall be a directive of Executive Board.
- 9.11 Additional evaluation cost - \$40.00 per evaluation.
- 9.12 (Left blank intentionally)
- 9.13 (Left blank intentionally)

10 RANKING SYSTEM

10.1 The following is BCBOA Ranking: (*required evaluation)

Rank 100*

Rank 150*

Rank 200*

Rank 250*

Rank 300 (2 – 3 yrs. of service)

Rank 350 (beginning – 1 yr.)

10.2 Ranking is valid for only one (1) season. Ranking is re-calculated annually after FHSAA exam deadline.

10.3 The following is how the BCBOA Ranking is calculated:

Evaluation multiple by 2

Years of Services (5 plus year) = 1 pts.

State Exam Score (90-100=3 pts., 80-88= 2 pts., 70-78= 1pt.)

State Ranking (Rank 1=3 pts., Rank 2=2 pts., Rank 3=1 pt.)

10.4 Ranking System Scoring:

14 greater = 100

11-13.99 = 150

10-10.99 = 200

8-9.99 = 250

6-7.99 = 300

0-5.99 = 350

10.5 Training requirement is based on previous season ranking.

10.6 (Left blank intentionally)

10.7 (Left blank intentionally)

11 BOOKING COMMISSIONERS (BC) aka ASSIGNOR

11.1 The BCAA Booking Commissioners (BC) shall assign only eligible BCBOA member official(s) to officiate FHSAA, BCAA and MSAA sanctioned interscholastic games.

11.2 Member official **SHALL NOT** accept, switch or work any sanctioned FHSAA, BCAA, or MSAA interscholastic games unless assigned or authorized by BC, State Assignor or County Director of Athletic Office.

11.3 Violation of Section 11.2 is accumulative and shall remain as part of the member official record.

Violation of Section 11.2 shall be subject to the following penalties:

1st Offense - \$250.00 Fine

2nd Offense – One (1) year suspension

3rd Offense – Expulsion from BCBOA

11.4 BC primary method of assigning games will be through Arbiter Sport. There are other means e.g., phone call, text message or email.

11.5 All member officials SHALL make their Arbiter Sport account “Ready to be assigned”, to be assigned games. (See eligibility section for additional information to be eligible for assignments)

11.6 Member official shall ensure their Arbiter Sport account calendar is updated regularly with your availability changes. If, member official fails to update calendar and received a game assignment from BC; he/she shall be responsible for the game(s). If, member official is unable to work assigned game(s) he/she shall follow the “Give-back” procedure.

11.7 Member official shall accept their game assignment in required timeline establish by Booking Commissioner. Failure shall result in loss of game assignments.

12 GIVE-BACK POLICY & PROCEDURE

12.1 Member official(s) are granted three (3) give-backs games per season without penalty.

Any give-back thereafter shall be penalized accordingly. (See Section 12.3 for penalty)

12.2 Each game assignment or multiple assignment given back at the same time shall be considered as one (1) Give-back.

Example: On 11/15/2017, Official Doe send an email to BC indicating he would not be able to work game 325 on 11/22/2017, and game 352 on 11/26/17, and game 421 on 11/30/17.

Since the three (3) games are all given back on 11/15/17, at the same time. Official Doe is only charge with one (1) give-back.

12.3 Any member official violating Section 12.1, shall be subject to the following penalties:

1-3 Give-back - No penalty

4th Give-back - \$50.00 Fine.

5th Give-back - \$100 Fine.

6th Give-back - \$150 Fine and cannot be on State Series Crew higher than Crew 6.

7th Give-back - \$250 Fine and cannot be on any State Series Crew.

12.4 To give-back any game assignment member official(s) shall adhere to specific time parameter in Section 12.4.1 and subsection.

12.4.1 **Day(s) before game date** – Member official shall send an email to BC responsible for give-back with the following information:

Email Header: Give-back

Body of email: Official name, telephone number and game(s) number.

Member official is still responsible for game assignment until such time BC confirm give-back by returned email acknowledging receipt, phone call, text message or member official receiving an email from Arbiter Sports notifying removal from game(s).

Day of game date – Member official shall give-back game assignment to BC no less than three (3) hours prior to game time unless an unforeseen emergency. Member official shall call BC via cellular phone and verbally communicate with BC. NO EXCEPTION. If, no answer member official shall continue trying to contact BC. Leaving a voice message is not acceptable three (3) hours prior to game time.

NOTE: Member official is still responsible for games until such time the BC acknowledge receipt of message. Leaving a voice message is NOT an acknowledgement. Acknowledgement from BC shall be a return phone call, text or Arbiter notification indicating you have been removed from game.

12.5 Violation of Section 12.4 and Subsections 12.4.1, member official shall be subject to disciplinary actions including but not limited to ineligible for assignment and/or suspension. Disciplinary authority is not limited to BCBOA Executive Board.

13 UNIFORM

13.1 The following is the mandatory required uniform of BCBOA: (see reference pictures of the required uniform on BCBOA website.)

1. Shirt - FHSAA mandated black and white striped shirt with embroidered "FHSAA" on the right sleeve, FHSAA insignia on the left sleeve, and American Flag 3"x2" on back at the neckline. All crew members must wear the same style shirt.
2. Pants - Black pleated slacks without belt loops.
3. Shoes – Shined solid black (flat or patent leather) tennis shoes with black shoelaces if applicable.
4. Socks – Black (area exposed outside of the tennis shoe).
5. Jacket – BCBOA logo black jacket.
6. Whistle – Black Fox 40, except for authorized FHSAA and BCBOA optional memorial or special events.
7. Uniform shall be clean and well kept.

13.2 For all FHSAA contests, uniformed black jacket, and all personal items shall be removed from the visual confines of playing area at the conclusion of first half of play and shall not be returned per BCAA mandate. Exception of Section 13.2 is MSAA games. Member official(s) are not obligated to wear uniform jacket but must coordinate with partner to ensure uniformity of Section 13.

13.3 Uniform shirt for regional and state series games shall be FHSAA grey and black pinned stripe shirt with FHSAA insignia.

Violation of Section 13.1, 13.2, and 13.3 is subjected to the following penalties:

1st Offense - \$25.00

2nd Offense - \$50.00

3rd Offense - \$100.00

4th Offense - \$150.00 (And maybe subjected to additional disciplinary action)

14 OFFICIAL RESPONSIBILITIES & PROCEDURES

14.1 Member officials and/or Crew Chief should contact their crew or partner day of game. Contact can be by text message, phone call or email.

14.2 Member officials shall arrive at least thirty (30) prior to scheduled game time for JV and Varsity level game. Exception tournament, regional or state series games those games require arrival forty-five (45) to sixty (60) minutes prior to scheduled game time.

Violation of Section 14.2

1st Offense - \$25.00

2nd Offense - \$50.00

3rd Offense - \$100.00

4th Offense - \$250.00 (And maybe subject to suspension or ineligibility)

14.3 Member officials shall arrive twenty (20) minutes prior to scheduled game time.

Violation of Section 14.3 (Hold the same penalty as Section 14.2)

14.4 Member officials shall contact their partner and/or Crew Chief if they will not arrive thirty (30) minutes prior to scheduled game time.

14.5 Thirty (30) minutes prior to scheduled game time; if Crew Chief or partner have not arrived or heard from missing partner; they should contact missing partner to confirm arrival time.

14.6 If, Crew Chief or partner is unable to contact missing partner; they shall immediately notify the BC or Assistant BC by phone of their inability to contact missing partner. Member official failing to follow procedure shall be subject to disciplinary action.

14.7 Member official upon arrival at game site should request a secured dressing facility. If, school doesn't provide officials with a secured dressing facility that information should be brought to the attention of BC and Association President. Official should record such in Arbiter Sports in official comment section or send an email to proper authority at least two (2) hours at the conclusion of game.

14.8 Member Official shall conduct pre-game conference prior to taking court.

14.9 Member Official in proper uniform shall arrive in designated spot-on court nor less than fifteen (15) minutes prior to scheduled game time of any game level. **Official failing to arrive on court at required time shall be subject to the following penalties:**

1st Offense \$25.00

2nd Offense \$50.00

3rd Offense \$100.00 (And maybe subjected to additional penalty i.e., suspension)

4th Offense \$150.00 and suspension

14.10 If, assignment is part of a tournament, exhibition, or multi-game event, and a scheduled official is not at courtside opposite table by 14:59, prior to start of game, and has not been in contact with his partner(s), then a substitute official designated by the BC shall assume game responsibility.

14.11 Member officials of a proceeding game must remain at game site until such time the on-coming crew has arrived in dressing room.

14.12 For all FHSAA, and BCAA (JV, Varsity contest); uniform jacket, and all personal items shall be removed from the visual confines of playing area at the conclusion of first half of play and shall not be returned per BCAA mandate.

Violations of Section 14.12 shall be subjected to the following penalties:

1st Violation - \$25.00

2nd Violation - \$50.00

3rd Violation - \$75.00

4th Violation - \$100.00 (And maybe subject to further disciplinary action such suspension)

14.13 No member official shall start or work a varsity level game with one (1) official per FHSAA Guidelines. Any member official found in violation shall be subject to disciplinary action. Disciplinary action includes but not limited to suspension, fine or both.

14.14 Member official shall submit in a timely manner necessary documentation associated with ejection, and violation of BCBOA, BCAA guidelines etc.

15 OTHER VIOLATIONS & PENALTIES

15.1 Late/Tardy – Arriving after the start of game. Violation of Section 15.1 shall be subject to the following penalties:

1st Offense - \$25.00 Fine

2nd Offense - \$50.00 Fine

3rd Offense - \$100.00 Fine

4th Offense – \$250.00 Fine

15.2 Failure to Appear (No Show) for game assignment.

Violation of Section 15.2 shall be subject to the following penalties:

1st Offense - \$50.00 Fine

2nd Offense - \$100.00 Fine

3rd Offense - \$250.00 Fine

4th Offense – 1-year (365 days) Suspension

15.3 Leaving Contest Early

Violation of Section 15.3 shall be subject to the following penalties:

1st Offense – \$100.00 Fine

2nd Offense - \$250.00 Fine

3rd Offense – Immediate Suspension up to 1 year (365 days)

4th Offense – Expulsion

15.4 Failure of any member official to notify the BC and Association of game tardiness/failure to appear/no show/leaving game early no later than 2 hours from conclusion of game.

Violation of Section 15.4 shall be subject to the following penalties:

1st Offense – \$25.00 Fine

2nd Offense - \$50.00 Fine

3rd Offense – \$150.00 Fine

4th Offense – Fine and Suspension at the discretion of Executive Board

15.5 Any violation of Association’s governance or inappropriate action of any member official shall be subject to disciplinary actions. Penalty(s) is at discretion of Executive Board.

16 Due Process

16.1 Member officials are entitled to due process but must adhere to proper procedure for appealing violations, disciplinary action etc. Failure to follow and/or meet deadline for filing or submission of required document shall result in appeal being denied.

16.2 The following describes: (1) notification of violation and penalty, (2) how and timeline to appeal, (3) the limits of the appeal process, (4) how to stay in and return to good standing.

1. Member official will be notified of violation and penalty in writing (violation notice) from the BCBOA Executive Board. The violation notice shall include violation(s) and penalty(s) and will be delivered via member official’s email address or US mail.

2. Member officials can either (1) accept violation(s) and pay fine or (2) appeal violation(s)

3. If, member official wish to accept violation(s); fine must be paid within forty-eight (48) hours (excluding holidays), violation notice. Fine shall be paid via Association's website. Failure to pay fine in specified time parameter shall result in member official being suspended until such time fine is paid in full. (Exception, if violation(s) is appeal).
4. If, member official does not agree or accept they are in violation, he/she has the right to "Appeal". Appeal must be made within forty-eight (48) hours (excluding holidays), of date violation notice was issued. If, appeal not received in required time, it shall be denied, and remaining appeal process shall forfeit.
5. Appeal must be in writing and submitted via email @ bcboaboard@gmail.com or by US mail. If mailed, it must be date tamped by postal prior to deadline. Submission must clearly indicate member official request to appeal and why member should not be held in violation, and any evidence to support overturning of violation(s).
6. If, member official elects to appeal and fine is associated; he/she must pay fine within seven (7) days (including weekends and holidays) of violation notice to remain in "Good Standing" as appeal is in progress. If, fine not paid in required time, member official shall not be granted or allowed to work any assignment(s). If, fine paid in required time; member official shall remain in "Good standing" and may continue participating including working games until final adjudication of case unless any other situation prevent such. If, appeal is in appellee favor, he/she fine shall be reimbursed within seven (7) days (not including holidays) of ruling.
6. Executive Board shall take up "Appeal" at Executive Board meeting following appeal notice or within two (2) weeks from receipt of "Intent to Appeal" or which every the earliest.
7. The Executive Board shall conduct appeal process through executive session. Executive session can be via email among board members or non-public forum (executive session). The type of session shall be determined by President or his/her designee.
8. Appellee maybe request to attend hearing (non-public forum) to answer questions or submit further document to Executive Board. Appellee shall be under no obligation to attend hearing or provide any document requested by Executive Board. Executive Board shall make its ruling based on information on hand. Notification shall be made to appellee via email.

9. Executive Board shall render a decision to appellee day of (if in attendance) or within one (1) day after executive session.
10. If, ruling is not in appellee favor, he/she shall have the right to appeal further. Next appeal shall be to Grievance Committee (GC). Member official must submit grievance in writing within twenty-four (24) hours (excluding holidays). Grievance shall be submitted to bcboaboard@gmail.com. Failure to submit within required time shall result in grievance being denied and remaining appeal process forfeited.
11. The Association Secretary shall submit grievance GC Chairperson within twenty-four 24 hours (excluding weekend and holidays), upon receipt of.
12. The GC shall take up and deliver its recommendation within ten (10) days, (not including weekends and holidays), upon receipt of. Recommendation shall be submitted in writing to Executive Board at bcboaboard@gmail.com.
13. The Executive Committee shall discuss and make it's ruling on the GC's recommendation within seven (7) days (including weekend, excluding holidays), upon receipt of GC's recommendation. If, ruling is in appellee favor and no fine is involved; any fine(s) paid shall be reimbursed within seven (7) days. If, ruling is not in Appellee favor, he/she shall have the right to further appeal. Next appeal shall be too General Members.
14. If, appellee wishes to pursue matter to General Membership he/she shall submit in writing its appeal with all pertinent information Appellee wishes general membership to consider. Appeal shall be made within twenty (24) hours (excluding of Executive Board ruling on GC's recommendation. Failure to submit appeal in required time shall result in appeal being denied and forfeit of remaining appeal process.
15. Appeal to general membership shall be held at first general membership meeting following appeal notice. If, general meeting is not within two weeks of appeal notice to general membership; the President shall call a special general membership meeting for purpose of hearing Appellee's appeal. There shall be seven (7) days of public notice to member prior to meeting date. (Note: Appellee should be aware that any vote during the general meeting must have a quorum (3/4) of general membership.)

16. Final appeal process shall be to Broward County Athletic Association (BCAA). If, Appellee wishes to pursue matter to BCAA, he/she shall submit appeal in writing to BCBOA Executive Board @ bcboaboard@gmail.com . Written appeal should contain any and all pertinent information the Appellee wishes the BCAA to consider. Submission shall be within twenty-four (24) hours (excluding weekend and holidays). Executive Board Secretary shall submit appeal within one (1) day (excluding weekends and holidays) upon receipt of. Failure to submit in required time shall result in appeal being denied.

17. BCAA shall provide Appellee its findings within ten (10) days (excluding weekends and holidays) Holidays for BCAA shall be school district holiday, upon receipt of appeal from Executive Board

18. The Executive Board shall review BCAA ruling and make it final ruling within forty-eight (48) hours upon receipt of BCAA ruling.

19. Appeal to BCAA is the last of BCBOA's appeal process.

19. Decisions of the Grievance Committee, General Membership and BCAA are only opinions, and recommendations. The Executive Board has sole authority as to disciplinary actions on violation regarding BCBOA governances.

17 RECOMMENDATION COMMITTEE GUIDELINES

17.1 The following are minimum qualification and/or criteria to be considered for FHSAA State Series Crew:

1. Be a member in good standing with FHSAA and BCBOA.
2. Must meet FHSAA Criteria for State Series Assignment:
 - a. Official must be classified by FHSAA as Rank 1 or Rank 2 Official
 - b. Officials are not required to attend FHSAA field clinic or summer camp, but if attend that official shall be given greater consideration than an official that has not attained any state field clinic or camp.
3. Must meet BCBOA Guidelines and Criteria for State Series Assignment:
 - a. Official must have met all requirement to be work three-man games including classroom and court mechanics.
 - b. Must have completed meeting requirement.
 - c. Must have completed all training requirement.
 - d. Must have a BCBOA ranking of 100-200 Rank Official of current season.

- e. Must officiate a minimum of ten (10) varsity games prior to December 15th of current season.

17.2 (Left blank intentionally)

17.3 (Left blank intentionally)

17.4 The following are Crew Placement Limitations:

1. No member of Recommendation Committee (RC) shall be on crew higher than Crew 3 of both gender in same season.
2. No member official can be on Crew 1 and/or Crew 2 of both gender in same season.
3. No member official can be on crew higher than Crew 3 more than three (3) consecutive years of either gender.
4. Transfer officials cannot be on a crew higher than Crew 6 in first year with BCBOA.
5. No member official can be on a crew higher than Crew 5 if that member has received a suspension in the current season and/or had a suspension term carried over from a previous season.
6. No secondary official shall be eligible for any BCBOA state series crew.
7. No member official can be higher than Crew 6 if that member has more than five (5) give-backs.
8. If, any member official on a State Series Crew is removed from a crew by FHSAA, for disciplinary reason will not be eligible for any crew higher than seven (7), the following year.
9. If, any member official on a State Series Crew gives back two regional games in that season, shall be removed from crew and shall not be allowed to partake in any remaining state assignment for that season. In addition, member official shall not be eligible for crew higher than five (5) next seasons.

