

## POLICIES AND PROCEDURES OF THE C.D.B.W.B.O., Inc.

1. **ALCOHOL CONSUMPTION AND SUBSTANCE ABUSE-** Consumption of any alcoholic beverage or illegal substances prior to the game on the day of a game is expressly forbidden. Any complaint filed by a school against an official for violation of this policy will be reviewed by the Executive Committee and may result in suspension or dismissal from this organization.
2. **APPEARANCE-** One of the critical factors affecting perception of an official's ability is an individual's appearance. It is important that an official wear the approved uniform in a clean condition. Personal grooming, particularly facial hair, is also important. If an official has a beard, or mustache, they should be groomed in good order. If an official is normally clean shaven they should also appear at their assignments clean shaven. Officials should be in good physical condition and good health. The C.D.B.W.B.O. recommends that each member seek an annual physical.
3. **ARRIVAL AT GAMES-** Each official shall arrive at contests at least 30 minutes before the scheduled starting time of the game. For weekday contests where an official is coming from work, or where the official has another scheduled afternoon game the official shall arrive as soon as possible within the above parameters.
4. **CLOSE OUT DATES-** Each official shall submit closed dates through the Arbiter online assigning system. If possible, closed dates should be submitted by October 15<sup>th</sup>. If the assignor has no record of a closed date for an official, and assigns that official a contest the official shall be charged a two dollar fee if they are unable to fulfill the obligation. Extenuating circumstance turn backs may be reviewed by the Executive Committee at the applicable assignor's request.
5. **OFFICIALS TURN BACK POLICY-** The Assignor's recognize the need to work with those members officiating at the college level as well as personal commitments that may arise during the season. But the official's must also be committed to their obligations when accepting assignments. All officials will go into the Arbiter Assigning System and black out all of their closed dates. Beginning with the 2009-10 season the following policy will be in place: 1. Any official who TURNS BACK AN INITIAL ASSIGNMENT coming from their respective assignor in November will be assessed a 5.00 handling fee. 2..Any official who ACCEPTS a high school assignment at any level and within 3 days of that assignment turns back the assignment, will be assessed a 20.00 handling charge. 3. Any official who ACCEPTS a high school assignment at any level and in excess of three days turns back the assignment will be assessed a 15.00 handling charge. 4. All fees will be paid to the assignors within ten days of the turn back and will be subject to further fees or sanctions if not received within the time frame.5. The assignors will be the sole judge as to the validity of the game turn backs in which a penalty will be imposed.
6. **COMMITTEE PARTICIPATION-** All committees shall use a majority vote process when a quorum is present. Ballots may also be recorded from emails with the voting record being maintained by the secretary and assisted by the vice president. "Roberts Rules of Order" shall be the methodology of meeting decorum.
7. **DUES AND ASIGNORS FEES-** Dues and assignors fees shall be paid no later than the Business Meeting in February of the current officiating year. A late fee of 25.00 shall be assessed for failure to meet this due date. An additional fee of 25.00 shall be assessed for any payment not

paid by March 1<sup>st</sup>. Any member not paying their dues AND FINES BY May 1<sup>st</sup> will be terminated from the organization but may seek reinstatement from the Executive Board. Any check returned for insufficient funds shall be assessed a fee of 35.00.

8. FAILURE TO APPEAR FOR A GAME- A failure to show up for a game you have accepted will be reviewed by the Executive Committee and the official will be subject to penalties for such failure to honor the assignment unless having previously notified the Assignor or there was a legitimate emergency, as determined by the Executive Committee which prevented the official from fulfilling the responsibility. All monetary penalties will be paid directly to the official who was left alone to work the game or in cases where a substitute is at the site the penalty will be paid directly to the treasurer. The maximum assessment will be the game fee.
9. FELONY- Each new member is required to list any felony conviction of record at time of application to the C.D.B.W.B.O. Each member shall be responsible for reporting any requirement on their part to register as a sex offender on the NYS or any other states sex offender registry.
10. GAME CONFIRMATION- For each scheduled game; all assigned officials shall contact his or her partner. Confirmation shall occur no later than 72 hours prior to the game. Late assigned games should be confirmed immediately.
11. SCHOOL CONFIRMATION- Each official shall notify the home school at least 48 hours in advance of a contest and confirm the status of the game with the Athletic Director or Athletic Office. Repeated reports of non confirmation by officials shall be subject to review by the Executive Committee.
12. INDEPENDENT CONTRACTORS- All officials working ANY game do so as independent contractors. As such, you are not an employee of the school, the C.D.B.W.B.O. or any youth league and your service as a game official DOES NOT come under the auspices of the Worker's Compensation Act. All members will be required to sign the Independent Contractor Contract before the start of the 2008-09 season which will be kept on file. New members to the organization will sign on accordingly in their first year. Payment of dues to the C.D.B.W.B.O. does not guarantee receiving any specific number of assignments. Assignments are exclusively at the option of the assignor.
13. OFFICIATING WITH NON MEMBERS- Officials shall NOT officiate any HIGH SCHOOL OR MODIFIED game that has historically contracted their assignments through the C.D.B.W.B.O. or whose location is within the geographic boundaries of the C.D.B.W.B.O. with anyone who is not a member of the organization.
14. PERSONAL CONDUCT- Each official is required to act in a professional manner. Officials are to avoid derogatory comments towards players, coaches, administrators, fellow officials or spectators. The onsite administrator will be notified by officials concerning fan behavior and appropriate action will be requested by the game officials to prevent further disruptions during a contest.
15. SECTIONAL, REGIONAL AND STATE TOURNAMENT ASSIGNMENTS- Assignments of certified Varsity Officials for sectional, regional and state assignments will be made by Section 2 Sports Chairperson, Sports Committee or their Designee. The C.D.B.W.B.O. Assignors or Executive Board DO NOT ASSIGN ANY POST SEASON COMPETITION.

Written 3/8/09 and approved by Executive Board on 4/27/09