

PROCEDURE 1

Local Board Formation/Merge & Territorial Rights/Obligations

1.1 FORMATION

- 1.1.1 a) The applicant(s) must submit a letter outlining the proposal to form a new area, or merge with an existing area.
- 1.1.1 b) If forming a new area (splitting from an existing area), the applicant(s) must include the specific area, a proposed constitution, a list of proposed Executive members, a list of proposed members, and a list of the high schools and leagues in the area to the OABO Secretary. The request must also include a commitment that the applying area will continue to operate as part of the OABO Provincial Board as a condition of continuing Local Board status. The applicant must show proof that the proposal was presented to the entire membership of the existing board as well as presented to the entire proposed membership and that the motion to reconfigure was approved.
- 1.1.1c) If the area that is being split is a current IAABO Chartered Board the process to split must also follow the process to alter a current IAABO board as outlined in the IAABO Constitution.
- 1.1.2 If merging two existing boards, the applicant(s) must include the area which will merge into which current existing area. If the operating name of the post-merged boards is to be changed, the applicant(s) must include the new name. The applicant(s) must show proof that the merge was presented to and approved by their current membership. The applicant must show proof that the merge was approved by the membership of the board being merged into.
- 1.1.3 The Board of Directors will make a recommendation on each application and final approval must be determined by majority approval of the votes cast at the next OABO Annual General Meeting.
- 1.1.4 The application may result in: approval or rejection.

1.2 TERRITORIAL RIGHTS

- 1.2.1 Members of the OABO must not move into another member's local area unless the Local Board in whose area the game is to be played grants its approval or such approval is granted by the Board of Directors in consultation with the Local Board. In the latter case, the Local Board must be notified by the Secretary that such permission was granted. Such approval is not required where appointments are being made for regional, provincial, or national championships and/or tournaments. Such approval is not required where officiating Panels exist or may come into existence to handle provincial leagues. Where Panels exist or may come to exist, approval of the OABO Board of Directors must be granted, in consultation with the Local Boards holding jurisdiction in the areas involved in the Panels upon formation of such Panel.
- 1.2.2 A member of the OABO must not officiate a game in Ontario with another official who is not a member in good standing of the OABO. This Provision will not apply where appointments are being made for regional, provincial, or national championships and/or regional, provincial, or national tournaments.
- 1.2.3 Occasionally Local Boards who wish to invite officials from out-of-province or out-of-country to officiate with OABO members, or officials who have been invited to officiate out of the Province of Ontario must notify the OABO Secretary 72 hours prior to the assignment. Where this occurs the incoming official(s) must be a member(s) of their Provincial, State, or National Associations(s). Such notification is not required where appointments are being made for regional, provincial, or national championships and/or tournaments.

1.2.4 A member of the OABO must not provide clinics, instructional aids, etc., to any group that is in direct or possible and/or potential competition with an established Local Board as determined by the Local Board or the OABO Board of Directors.

1.3 DISSOLUTION OF A LOCAL BOARD

1.3.1 Where a local Board does not register any members as per Procedure 4, 4.5.2 or pay for the minimum fees as per Procedure 4.5.1c the Local Board shall cease to exist.

1.3.2 When a Local Board ceases to exist under these circumstances, the Board of Directors shall, in consultation with Local Board Presidents, determine which adjoining Local Board(s) shall have the Territorial Rights that were covered by the former Local Board.

PROCEDURE 2

Membership, Classifications, Transfers, Benefits of Membership, NOCP Rankings

All OABO members must belong to a Local Board and will be registered as members of Canada Basketball , CBOC, OBA through OABO, thereby ensuring that members will have access to the national education and training materials CBOC provides. Members will also be registered as members of the OBA. Each member will be required to remit the annual membership fee set by CB and OABO which will include OBA membership, unless classified as an Honorary Member whose fees will be remitted by OABO.

2.1. OABO MEMBERSHIP CLASSIFICATIONS.

2.1.1 ASSOCIATE:

- i) i. An OABO Associate member is one who has registered with an OABO Local Board as defined in Article 4 and who either has attained a mark of greater than or equal to 60% yet less than 70% on the CB-FIBA Exam or who has attained a mark of not less than 60% on an OABO BOD approved FIBA exam.
- ii. Any Associate member who attains a mark less than 60% on either exam is not eligible to be assigned games yet will be eligible to continue with education and training with Local Boards provincially and nationally.
- iii. For a first year official only, this person shall be registered as an Associate member and shall write the CB-FIBA exam at the first opportunity.

2.1.2 ACTIVE:

- i) i. An OABO Active member is one who has registered with an OABO Local Board as defined in Article 4 and who annually attains a mark of 70% or higher on the CB-FIBA Exam following the procedures set by CB or who has attained a mark of 70% or higher on an OABO BOD approved FIBA exam.
- ii. The member will show competence in floor mechanics following the guidelines set forth in the National Officials Certification Program.
- iii. Any member who decides to move up in an NOCP Level must meet the appropriate mark upon completion of the CB-FIBA Exam as well as the floor evaluation requirements for the appropriate NOCP Level.

2.1.3 DUAL:

- i) i. An OABO Dual member is one who has registered with more than one OABO Local Board as defined in Article 4.
- ii. It is the prerogative of each OABO Local Board to determine if they will allow Dual members.
- iii. A Dual member will only pay the OABO fee including the CB portion of said fee, through one Local Board and that board must be considered their primary board. A Dual member will be responsible for any addition local board fee which is charged to their normal Active members

2.1.4 NON-OFFICIATING:

- i) i. A non-officiating member is one who has previously registered as an OABO member but who no longer officiates any games in any OABO Local Board, but may officiate in an honorary role for special occasions approved by the OABO BOD..

2.1.5 HONORARY/LIFE MEMBER:

- i) i. May be granted to individuals who have made a significant contribution to basketball officiating as an official or a supporter of officials.
- ii. This membership may be conferred by the OABI BOD and there can only be a maximum of one award per year.
- iii. An OABO member who is a recipient of the CB Ted Earley Memorial Award will automatically become an Honorary/Life Member.
- iv. Any OABO member who has completed 10 years of elected service on the OABO BOD must automatically be considered for this membership category and does not require a Local Board nomination. The person may still sit on the OABO BOD at the time of consideration.
- v. A list of Honorary/Life Members is included in Appendix 1. The OABO Secretary is responsible for updating this list yearly.
- vi. The member's primary board must be notified that no OABO fee (including CB and OBA fee) will be assessed to said individual. The OABO will be responsible for this fee. OABO Local Boards are to be encouraged that their Local Board fees should be waived for said member.
- vii. A suitable memento, such as a plaque, must be awarded to each Honorary/Life Member.

2.1.6 IAABO MEMBER:

- i) i. An IAABO member of Board 102 or affiliated IAABO Board is one who has passed the current CB/FIBA exam following the exam procedure set by CB. The member must also have demonstrated competence in floor mechanics disseminated to the Local Boards by the Provincial Interpreter. The member must adhere to the Constitution and By-Laws of the IAABO. The member will be required to pay the current IAABO International membership fee in addition to the OABO fee..

2.2 TRANSFER OF MEMBERSHIP:

These sections will deal with OABO members wishing to transfer from one OABO Local Boards to another, OABO members wishing to transfer to another board within or outside Canada, a Canada Basketball member wishing to transfer into OABO, an official from another country wishing to transfer into OABO.

a. An OABO member transferring from one OABO Local Board to another or a CB member transferring from a board within Canada to an OABO Local Board

- . An OABO Local Board must accept a member who, because of a change of their legal residence, comes to reside within the jurisdiction of said Local Board.
- . The member requesting transfer will request that the Secretary of the Local Board that they are transferring into contact the Secretary of the Local Board they are transferring from as well as the OABO Secretary.
- .The Secretary of the Local Board the member is transferring from will provide current status of membership including whether OABO (including CB) and applicable IAABO fees have been paid.
- .The member must provide information from their CB Gameplan account such as Current NOCP Level, last competed exam and mark, and officiating profile, and/or any recommendation letters from their previous board to the Local Board Secretary of the board transferring into.

B. The member will have the same status of membership as listed in Procedure 2.1, as the member had at time of transfer and will be subject to the rules and regulations of the Local Board to which the member transfers including any Local Board fee beyond those mentioned in subsection ii above. An OABO member transferring to another board within Canada.

.OABO BOD will to the best of their ability, assist a member who wishes to transfer their CB membership to another board outside the Province of Ontario. This may include but not limited to include a letter of reference, status of membership and other pertinent information.

.It is the responsibility of the member who requests transfer to seek out contact information to the board they will be joining.

C. An official from another country wishing to join a Local Board within Ontario

.The official must show proof of either Canadian Citizenship or proof of permanent residency or student visa to the Local Board Secretary they are wishing to join.

.The member who satisfies the requirement of 2.2c i will then have the status of membership as listed in Procedure 2.1.

.The member may show proof of FIBA certification and/or letter of recommendation from their appropriate International Federation or their former Local Board.

.The OABO Local Board Secretary will work in conjunction with CB to place the official in the proper NOCP Level category

2.3 BENEFITS OF MEMBERSHIP:

- a) The Whistle – published by the OABO, distributed by the Local Board Secretaries
- b) General Liability, Sports Accident, Officers and Directors Liability Insurance
- c) Opportunities to be assigned to provincial programs and/or championships
- d) Opportunities to be nominated to national programs and/or championships
- e) Standard interpretations, procedures, and mechanics
- f) Rule interpretation and mechanics clinics
- g) NOCP Evaluations
- h) CB FIBA Exams
- i) Basketball Ontario membership
- j) Canada Basketball membership

NOTE: a) thru j) are only available to Local Boards and their members who submit their membership lists by October 31st each year.

2.4 NOCP CLASSIFICATION AND RESPONSIBILITIES

2.4.1 NOCP Level One

i. Any member who meets the minimum criteria set out in 2.1.3 may be rated at NOCP Level 1. This rating must be recorded by the OABO Secretary on the OABOadmin.ca data base in consultation with the local board to confirm which officials have been evaluated and in consultation with CBOC to confirm completion of required courses and exams

2.4.2 Level Two –

i. Any member who meets the minimum criteria set out 2.1.1 may be rated at NOCP Level 2. This rating must be recorded by the OABO Secretary on the OABOadmin.ca database in consultation

with the local board to confirm which officials have been evaluated and in consultation with CBOC to confirm completion of required courses and exams

2.4.3 Level Three – Provincial Board Responsibility

- i. A Local Board Member who has attained a NOCP Level Two rating; achieves 86% or more on the CB-FIBA Exam following the procedures set by the CB; and is evaluated as per section 2.4.3 iv.
- ii. Local Board Secretaries may submit a request for such consideration to the OABO Secretary for approval, providing the individual's name, a copy of the evaluation, and/or recommendation from the, OUA Supervisor, Provincial Evaluator, or National Evaluator.
- iii. Upon approval from the OABO Board of Directors, a Local Board may have a Level 2 member evaluated by a Provincial or National Evaluator not from his Primary Board, on three-person officiated game such as an OUA, OCCA, OSBA, Elite or Pre-Elite school or other game as approved by the OABO Board of Directors, may qualify for a NOCP Level 3 rating. The Provincial Supervisor may designate the Evaluator with the Local Board being responsible for any attendant costs for that Evaluator. A copy of any evaluations resulting must be shared with the individual member official(s) and copy(s) forwarded to the OABO Secretary and the OABO Board of Directors for consideration of a NOCP Level 3 rating. Upon approval the OABO Secretary will update the OABOadmin.ca data base

2.4.4 Level Four - National CB responsibility

- i. An OABO member who has attained a NOCP Level Three rating; achieves 86% or more the CB-FIBA Exam following the procedures set by the CB; is evaluated by two National Evaluators, as successful, at a CB Three Person National Championship, or a provincial event that is approved by CB. When approval from CB is received, the OABO Secretary must update the OABOadmin.ca data base.

2.4.5 Level Five - FIBA Responsibility

- i. An OABO member must meet the requirements of the FIBA License at an approved FIBA Evaluation Clinic/Camp or as directed by FIBA.

PROCEDURE 3

Assignments of Officials to Regional, Provincial, and National Championships

- 3.1 All OFSAA, OCAA, and OSBA provincial championship tournaments along with any tournament as requested by the President of a hosting Local Board.**
- 3.1.1 Distribution and selection of officials for OFSAA, OSBA, OCAA Provincial Tournaments will be determined on the number of officials to properly service the tournament. An official will work up to a maximum of two (2) games in one day in the tournament unless extenuating circumstances arise.
- 3.1.2 i) The Provincial Supervisor must allot positions to local boards in near proximity as possible while maintaining an even distribution of allotted spots to all boards over time. The hosting Local Board will provide up to $\frac{3}{4}$ of the allotted number of officials.
- ii) Exigent circumstances may preclude the Provincial Supervisor from allotting positions as noted in 3.1.2. The Provincial Supervisor shall advise the Board of Directors and the Board of Directors must approve any variance from the requirements of 3.1.2
- 3.1.3 The factors to be considered by the Board of Directors in selecting officials are as follows but not limited to:
- nominated officials must have achieved a minimum of NOCP Level 2 for OFSAA Championships, minimum of NOCP Level 3 for OCAA and OSBA Championships.
 - having completed all the required Board exam(s) in that year with a passing mark as noted in Procedure 2.4.2 and or 2.4.3.
 - having officiated in a minimum of 10 games, using the required rule set, at or above a level of play similar to that of the tournament.
 - being available for all meetings and games of the event.
 - fulfilling any requirements of the event set by the Referee-in-Chief.
 - wearing the appropriate uniform including the event dress code.
 - the geographical location of the Local Board relative to the tournament location (an attempt to minimize transportation costs).
- 3.1.4 When a Local Board has received a request for nomination and is unable to fulfill the nomination based on the above criteria, that Local Board must immediately notify the Provincial Supervisor explaining the situation and may recommend a candidate with lesser qualifications. The Provincial Supervisor may:
- chose to accept the nominee with lesser qualifications
 - recognize the right of the Local Board to fill the provincial assignments however, the OABO Board of Directors will have the right to veto that assignment with reasons in writing. The Local Board which has had its assignment vetoed must have first rights to appoint a qualified local official to fill the assignment. If there is no acceptable qualified local official, the Board of Directors, in this situation, may also request another Local Board to assign an official to fill the vacant spot. In this instance the Board of Directors will accept the assignment of the Local Board, subject to the same conditions of any other appointment.
 - request specific officials as a result of records of evaluations that are compiled over the years. These individuals will have proven their ability at a competition of lesser calibre than the tournament to which they are being invited.
 - offer the assignment to another Board or if necessary, the OABO Board of Directors may make at-large appointments to ensure a tournament is properly serviced.

3.1.5 Any Local Board unable to fill a given position in any calendar year may request an alternative position in the following year provided a suitable candidate is available.

3.2 REFEREE-IN-CHIEF AND ASSISTANTS (Provincial Tournaments)

3.2.1 The Provincial Supervisor must appoint a Referee-in-Chief to co-ordinate the officials and assignments and to prepare a written report evaluating the performance of each official at the tournament.

3.2.2 The Referee-in-Chief must:

- a) not come from the Local Board(s) that is hosting the tournament.
- b) not officiate in the tournament.
- c) be provided with guidelines by the Provincial Supervisor regarding the administration of the tournament. The Referee-in-Chief must share these guidelines with all assistants.
- d) work with the assistant(s) as a team to administer the tournament officiating. If they are unable to reach a consensus opinion then the decision of the Referee-in-Chief must take precedence.
- e) at the conclusion of the tournament, prepare or cause to be prepared, a written report on the performance of each official who worked the tournament. The Referee-in-Chief may request that an assistant complete a report on any official observed and submit that report to the Referee-in-Chief. This report must be sent to the official, Provincial Supervisor and OABO Secretary within two weeks of the conclusion of the tournament.
- f) keep all records of the assignments, which may be open to inspection by members of the Local Boards' Executives whose members participated in that tournament.
- g) complete a Tournament Summary Report which must include any incidents that should be of concern and must forward the report to the Provincial Supervisor with 48 hours following the completion of the tournament.
- h) complete a Tournament Expense Report for each Official along with their own and the Assistant(s) and must forward the report to the Provincial Supervisor for approval within one week following the completion of the tournament. The Provincial Supervisor must approve the report and send a copy to the Treasurer who will send payment in the form of a cheque to each individual within 2 weeks of the report being approved.

3.2.3 Assistant(s):

- a) must be used at all tournaments listed in 3.1; one assistant plus extra assistants as required based on the number of sites being used.
- b) If one assistant is required that assistant must be appointed by the Local Board subject to approval by the Provincial Supervisor. If a host board nominee is not acceptable, the Provincial Supervisor must provide an explanation, in writing, to the Local Board.
- c) If additional assistants are required the host board must be given priority however, the Provincial Supervisor, in consultation with the Board of Directors, will make the final determination in the assignment of these positions. If a host board nominee is not acceptable the Provincial Supervisor must provide an explanation, in writing, to the Local Board.
- d) must not officiate in the tournament
- e) The Referee-in-Chief may request that an assistant complete a report on any official observed and submit that report to the Referee-in-Chief.

3.3 The OABO Secretary must send a copy of the official's report to the Secretary of the Local Board, and must also keep a copy of the report in the files of the OABO.

3.4 Expenses

- 3.4.1 The Referee-in-Chief will be paid an honorarium, plus expenses for transportation, and accommodation. The amounts will be set by the Provincial Supervisor and it will be determined by the tournament budget and other factors, which may, from time to time, affect the setting of these expenses. A meal allowance of no more than \$50 per day will also be paid. The Provincial Supervisor must inform the Referee-in-Chief what the actual figures will be within 4 weeks prior to the tournament.
- 3.4.2 The Assistant(s) will be paid an honorarium, plus expenses for transportation, and accommodation if applicable. The amounts will be set by the Provincial Supervisor and it will be determined by the tournament budget and other factors, which may, from time to time, affect the setting of these expenses. A meal allowance of no more than \$50 per day will also be paid. The Provincial Supervisor must inform the Assistant(s) what the actual figures will be within 4 weeks prior to the tournament.
- 3.4.3 Tournament Organizing Committee: The Tournament Organizing Committee must be responsible for paying the tournament expenses, as negotiated with the Provincial Supervisor, or as in any existing contract that tournament may have with the OABO. The Treasurer must forward an invoice to the Tournament Organizing Committee at the conclusion of the tournament.

3.5 National Championship recommendations of appointment.

- 3.5.1 The Provincial Supervisor must post asking for names of officials who wish to work at all National Championships excluding CIS Championships. This posting must include the requirements of NOCP Levels set by CB for applicants.
- 3.5.2 The factors to be considered by the Board of Directors in selecting officials are as follows:
- a. Geographical location of the applicants.
 - b. Qualifications and previous experience of the applicants.
 - c. As a file of evaluations is compiled, specific officials may be requested by the Provincial Supervisor from a Local Board to work a tournament. These individuals must have proven their ability at a competition of lesser calibre than the tournament to which they are being invited.
- 3.5.3 The Board of Directors must submit names of nominations to the CB. CB will make the final selections to all national tournaments unless otherwise communicated.
- 3.6 The OABO Board of Directors must withdraw Local Board privileges for such assignments covered in 3.1 and 3.5 where that Local Board is 'not in good standing'.

PROCEDURE 4

Duties of Members and Local Boards

- 4.1 Individual members and Local Boards must adhere to the rules of order contained in the Constitution and Procedures or which may be set by the OABO Board of Directors from the time to time or, in the case of an appeal, the decision rendered by the Appeal Panel.
- 4.2 Any individual member or Local Board contravening the Constitution or Procedures is liable for disciplinary action.
- 4.3 The official OABO uniform will be:
- 4.3.1 Black trousers, black basketball shoes, black socks, CABO shirt and black lanyard. Officials may use a different coloured whistle if it is in support of an approved campaign
 - b) There shall be a transition period ending September 1st, 2024 to allow Boards and officials to comply with this uniform code.
 - 4.3.2 The warm-up jacket must be a black basketball jacket.
 - 4.3.3 Members working together must wear the same shirts.
 - 4.3.4 Panels or Panel Commissions will set the uniform to be worn by panel officials.
- 4.4 Each Local Board must prepare and submit in writing to the OABO Secretary 30 days prior to the announced AGM date, an annual report of the activities for the past season.
- 4.5. OABO MEMBERSHIP FEES**
- 4.5.1a OABO Membership fees are to be paid by the Local Board in which the member officiates. If a member officiates in more than one Local Board area (duals), the official must decide which will be his Primary Board for the OABO fee payment. No inducements or pressure are to be offered by any Local Board to be declared the Primary Board for any dual official(s).
 - 4.5.1b The Board of Directors must set annual membership fees, subject to the approval of the membership, for each category of membership at its Board of Directors meeting immediately prior to the AGM. These fees must be announced at the AGM by the Treasurer in his report to the membership.
 - 4.5.1c The minimum fee payable for a Local Board must be for 10 members and the minimum fee must be payable prior to the AGM and based upon the fee established the previous year.
 - 4.5.2 Local Boards must annually submit the following to the OABO Treasurer by October 31st: OABO membership fees plus CB NOCP fee and OABO membership lists. Refer to Procedure 2.3 for benefits, which are dependent on up-to-date membership lists.
 - 4.5.3 The OABO fee will contain the following:
 - i. A portion determined by the OABO Treasurer as to effectively cover the operating expenses of the organization including the Sports Insurance premium
 - ii. The Ontario Basketball membership fee, which will be determined tri-yearly in accordance with the OABO and the OBA Memorandum of Understanding
 - iii. The CB Membership fee.

4.6 CB NOCP FEE

- 4.6.1 CB NOCP FEES are to be paid by the Local Board in which the member officiates. If a member officiates in more than one Local Board area (duals), the official must decide which will be his Primary Board for the CB NOCP fee payment. No inducements or pressure are to be offered by any Local Board to be declared the Primary Board for any dual official(s).
- 4.6.2 CB sets the annual membership fees for each category of NOCP Levels. These fees must be contained within the OABO Membership fee as defined in 4.5.3 to the membership by OABO Treasurer.

4.7 IAABO BOARD 102 MEMBERSHIP FEE

- 4.7.1 The IAABO membership fee, for those members paying their fees to Provincial Board 102, will be determined yearly by the IAABO, expressed in American dollars subject to the exchange rate. At the AGM the Treasurer must announce this fee, in American dollars and/or Canadian dollars. The Canadian dollar figure will be set, subject to the exchange rate set by the bank at which the OABO account is located on March 15th in the year prior to the AGM, rounded up to the nearest dollar. The Treasurer must notify the applicable local boards on that day.
- 4.7.2 IAABO fees, for Board 102, payable to the OABO, must be received annually by the Treasurer prior to April 15th.
- 4.7.3 The OABO Treasurer must submit IAABO Board 102 fees to the IAABO Secretary by the deadline date set by the IAABO.

4.8 PAYMENT OF FEES AND PREMIUMS

- 4.8.1 Local Boards that fail to comply with the provisions 4.5, 4.6, 4.7 will result in the following:
 - i) A late payment charge of 2.0% per month of the outstanding balance, assessed to the Local Board unless mutually agreed upon by the OABO Treasurer and the Local Board Treasurer.
 - ii) The OABO being unable to email out member copies of "The Whistle",
 - iii) The OABO being unable to update CB with current membership lists,
 - iv) The OABO being unable to register individual members with the insurance carrier, resulting in the potential for a lapse in policy coverage. This could result in Local Board individual members not having protection along with other policy benefits.
 - v) Loss of eligibility to officiate at regional, provincial, or national championships, vi) Loss of eligibility to apply to the OABO Development Camps as an official, vii) Loss of eligibility to apply to the OABO Development Camps as an evaluator, viii) Other penalties that may be imposed by the Board of Directors or the membership.

4.9 CODE OF CONDUCT/COMPLAINT/DISCIPLINE/APPEAL PROCEDURE

- 4.9.1 This section outlines the OABO procedures for dealing with complaints and/or discipline situations related to OABO members or complaints raised by OABO members/OABO Local Boards with respect to but not limited to the conduct of officials as well as players, coaches, bench personnel, administrators or others associated with a team. All complaints

must be sent to the OABO Secretary who must then disseminate such complaints as prescribed in this Procedure.

- 4.9.2 Any official, Local Board, Panel/League Supervisor or the OABO itself gaining knowledge about actions which contravene the OABO Code of Conduct, must initiate a Complaint Report using the OABO Code of Conduct Form found on the OABO website
- 4.9.3 Reports are to be directed to the OABO Secretary and copied to the OABO President. Reports must contain clear indicates of the aspect of the Code of Conduct, which the complainant believes has been violated, and the nature of that violation along with concise details of the event, place, time, and concern. Any or all pertinent and supporting documentation of the incident should be included. This could include score sheets, officials' reports, letters from witnesses, related documentation, etc. Any history of misconduct by the individual charged might be included if deemed relevant.
- 4.9.4a A Report may be received by several avenues some of which may be from but not limited to:
- i. a fellow OABO member
 - ii. a Local Board
 - iii. a client
 - iv. a player/coach/fan
- 4.9.4b The OABO Secretary receives a complaint regarding an OABO member.
- i. A complaint arises from a Panel assignment (e.g. OUA, NBL, CEBL etc.) the Secretary must forward the complaint to the appropriate Panel Supervisor and the Director of the league. Dependent upon the situation and if it is an OABO Code of Conduct Violation that is being reported, then the Chair of the Professional Standards Committee must also be copied, and an investigation initiated.
 - ii. A complaint arises during an event where the Provincial Supervisor placed the official (e.g. an OFSAA event or other Procedure 3 Tournament), the Secretary must forward the complaint to the Provincial Supervisor. Dependent upon the situation and if it is an OABO Code of Conduct Violation that is being reported, then the Chair of the Professional Standards Committee must also be copied, and an investigation initiated.
 - iii. A complaint arises from a service group where the official was assigned by a Local Board (e.g. a high school game, Ontario College league game), the OABO Secretary must forward the complaint to the appropriate Local Board President and Secretary. Dependent upon the situation and if it is an OABO Code of Conduct Violation that is being reported, then the Chair of the Professional Standards Committee must also be copied, and an investigation initiated.
 - iv. A complaint arising from a person who would be considered to be a member of "the public" (such as a spectator), the OABO Secretary must forward the complaint to the appropriate Local Board President and Secretary. Dependent upon the situation and if it is an OABO Code of Conduct Violation that is being reported, then the Chair of the Professional Standards Committee must also be copied, and an investigation initiated.
 - v. The OABO Secretary receives a complaint from an OABO member/OABO Local Board regarding the action(s) of a coach(es), player(s), team member(s), administrator(s), or others associated with a team, the Secretary must present the complaint to the Local Board President and Secretary to handle with their client.

Should this be a complaint arising from a provincial body Procedure 3 Tournament such as an OFSAA, OBA or OCAA, then the OABO must communicate the complaint to the client for resolution:-

- 4.9.4c The OABO Secretary receives a report that a Local Board has suspended an official
- i. The OABO recognizes that any Local Board has the right to discipline their own officials. A Local Board may at any time short of finalizing disciplinary action, ask for advice from the OABO Board of Directors by contacting the Secretary via regular mail or e-mail. It is advised that they also contact one other member of the OABO Board of Directors which, in most cases, should be the President.
 - ii. If sanctions are imposed locally by a board, these sanctions must be communicated to the OABO Secretary. Local Boards may request sanctions and/or support beyond their geographical boundaries through the OABO Board of Directors. A Local Board who has suspended an official has in effect removed the member's qualification for the OABO membership status of "member in good standing with a Local Board" as per Article 5.1.2 and therefore must contact the OABO Secretary who must forward the notice of suspension to all Local Board Presidents and Secretaries in order to prevent an infraction of Procedure 1.2.1 and 1.2.2.
- 4.9.5 The OABO Secretary receives a complaint regarding an OABO Member as detailed in 4.9.4a,b,c and is a reported violation of the OABO Code of Conduct. The following process must be followed:
- i. Only issues formally reported in the correct manner will be considered for investigation.
 - ii. Once a formal complaint has been received by the OABO Secretary it must be sent to the Chair of the OABO Professional Standards Committee to begin the investigative process.
 - iii. Issues pertaining to complaints about judgment and call selection concerns must be forwarded by the Chair of the Professional Standards Committee or the OABO Secretary to the Local Board to be investigated.
 - iv. Notification of the complaint must be provided to the member identified in the complaint by the Chair of the OABO Professional Standards Committee within 96 hours of the Chair receiving the complaint.
 - v. The Chair of the Professional Standards Committee must form an Investigative Panel from the pre-approved body of committee members that must consist of the Chair and 2 other committee members.
 - vi. The Investigative Panel must seek reports and witness statements in an attempt to resolve the concern through mediation with the respondent. Should mediation fail the Chair of the Investigative Panel must schedule a hearing to resolve the complaint. The notice of the set date must be sufficient in lead time to allow the identified member in the complaint sufficient time to prepare a defense.
 - vii. Hearing procedures must be followed as per section 4.11.

4.10 OABO PROFESSIONAL STANDARDS COMMITTEE (PSC)

- 4.10.1 The PSC for the OABO must consist of OABO members in good standing other than any member of the OABO Board of Directors.
- 4.10.2 This body must have 7 members appointed by the OABO Board of Directors to create a pool of available people to conduct a timely investigation, should a breach of the OABO Code of Conduct be filed.
- 4.10.3 A Chair of the Committee must be selected by members of the appointed body.

4.10.4 This Committee must follow the process outlined in 4.11.

4.11 HEARING PROCEDURE

4.11.1 The most current edition of Robert's Rules of order must be followed by the Chair throughout the proceedings and the hearing procedure must be as follows:

- i. The Chair of the Investigative Panel must designate someone to take detailed minutes of the hearing. The Chair may use a recording device for the sake of accurate minutes.
- ii. Hearing called to order by the chair.
- iii. Introductions of participants.
- iv. Opening statements by the complainant(s).
- v. Witness statements on behalf of the complainant(s).
- vi. Opening statements by the respondent(s).
- vii. Witness statements on behalf of the respondent(s).
- viii. Rebuttal witnesses for the complainant(s), followed by rebuttal witnesses for the respondent(s).
- ix. Closing arguments for each side with the complainant(s) first followed by the respondent(s).

4.11.2 The Investigative Panel must adjourn the hearing and take the evidence of the proceedings into account to formulate a decision. The minutes of the meeting and evidence provided by all parties must be included in the decision-making process and clearly identified reasoning for the outcome referenced from the notes of the proceedings.

4.11.3 The decision could be such as but not limited to:

- i. Dismissal of all complaints.
- ii. A formal letter of reprimand sent to the offending person. This should be considered a warning. Subsequent minor violations may lead to more severe consequences.
- iii. Suspension of membership where OABO Local Boards may be asked to refrain from scheduling any activities involving the offending person.
- iv. Loss of eligibility to officiate at regional, provincial, or national championships.
- v. Loss of eligibility to apply to the OABO Development Camps as an official.
- vi. Loss of eligibility to apply to the OABO Development Camps as an evaluator.
- vii. Expulsion from the OABO.

4.11.4 The decision must be formally communicated to all parties by the Chair of the Investigative Panel via a written report of the decision within 7 days of the date of the end of the hearing.

4.11.5 A copy of the report must be sent to the OABO Secretary to archive.

4.12 APPEAL PROCESS

- 4.12.1 Should any person file an appeal; the imposed sanction must be paused until the appeal process is conducted.
- 4.12.2 An appeal will only be considered in the case where it can be shown that a procedural error has taken place, or where new information, pertaining specifically to the original complaint, has come to light which has not been previously considered. Upon notification of an Appeal from parties of those listed in the right to appeal sections Article 11 the following process must be used:

4.12.2a Appellate Process:

- i. Should a member be sanctioned by their Local Board or the OABO Professional Standards Committee they have 15 days from the date of notification of the sanction being imposed to appeal the sanction.
- ii. The notice of appeal must be filed to the OABO Secretary with a clear explanation for the reason of the appeal.
- iii. Upon notice of an appeal the OABO Secretary must communicate with the OABO Board of Directors to schedule a formal Appeal Hearing.
- iv. A Chair of the Appeal Hearing must be appointed by the OABO President.
- v. The Chair of the Appeal Hearing must appoint appropriate members of the OABO Board of Directors to form a panel. The panel must be those who have no direct connection with the issue to be decided and are not co-board members with the appellant.
- vi. All documentation regarding the initial hearing must be provided to the Chair of the Appeal Hearing for the use of all parties during the appeal.

4.12.2b The most current edition of Robert's Rules of order must be followed by the Chair throughout the proceedings and the hearing procedure must be as follows:

- i. The Chair of the Appeal Hearing must designate someone to take detailed minutes of the hearing. The Chair may use a recording device for the sake of accurate minutes.
- ii. Hearing called to order by Chair.
- iii. Introductions of participants.
- iv. Opening statements by the Chair (or designate).
- v. Opening statements by the person who requested the appeal (the Appellant)
- vi. Statements from witnesses for the Appellant.
- vii. Statement from the person/party representative who issued the original disciplinary action (the Respondent), followed by witnesses for the Respondent.
- viii. Closing arguments for each side with the Appellant first followed by the Respondent.

4.12.2c Panel Decisions:

- i. The Panel must adjourn the hearing and take the evidence of the proceedings into account to formulate a decision. The minutes of the meeting and evidence provided by all parties must be included in the decision-making process and clearly identified reasoning for the outcome referenced from the notes of the proceedings.

- ii. The Panel will not be authorized to alter, modify, or amend any part of the OABO Code of Conduct as part of the Appeal Process.
- iii. Following completion of the appeal, the Chair of the Appeal Hearing must communicate their decision within 7 days of the date of the end of the hearing. The decision could be such as but not limited to:
 - a. Appeal dismissed and sanction(s) upheld.
 - b. Appeal upheld; sanction(s) withdrawn.
 - c. Appeal upheld; complaint returned to PSC for redetermination.
- iv. The finding of the majority of the Panel as to the facts and as to the interpretation, application, administration, or alleged contravention of the OABO Code of Conduct must be final and binding upon all parties concerned.
- v. A copy of the decision must be sent to the OABO Secretary to archive.

PROCEDURE 5

Board of Directors

5.1 NOMINATIONS FOR ELECTIONS

5.1.1 Any current Board of Director who is a member in good standing and wishes to run for reelection must have an OABO member in good standing submit a nomination which must include the following information: Name of the Candidate, Candidate's Local Board, Position being Nominated for, Name of the Nominator, and Nominator's Local Board; to the OABO Secretary no later than 65 days prior to the announced date of the AGM by email. The OABO Secretary must forward these names to the last known contacts of all the Local Boards minimally 60 days prior to the announced date of the AGM by e-mail.

5.1.2 Any member of the OABO in good standing, who wishes to nominate an OABO member who is in good standing for election to a position on the OABO Board of Directors at the AGM as per Article 7.2 must submit the following information: Name of the Candidate, Candidate's Local Board, Position being Nominated for, Consent of the Candidate to be nominated, Name of the Nominator, and Nominator's Local Board; to the OABO Secretary, minimally 45 days prior to the announced date of the AGM. The OABO Secretary must forward the names of all candidates to the last known contacts of all the Local Boards minimally 30 days prior to the announced date of the AGM by email.

5.1.3 If there are no nominations declared minimally 45 days prior to the announced date of the AGM for any OABO Board of Director position available for election at that year's AGM under Article 7.2, an election must be held with nominations from the floor.

5.2 Regional Representative(s) must be selected from the applicants by the elected Board of Directors following the AGM.

5.3 The OBA Representative is appointed by the OBA.

5.4 VACATED POSITION:

5.4.1 If the office of the President is vacated during the allotted term, the position must be filled by the Vice President until the end of said term.

5.4.2 If the position of Vice President, Secretary, Treasurer, Interpreter, Provincial Supervisor, or Regional Representative(s) becomes vacant during their term of office; the Board of Directors must circulate, through the last known contacts of each Local Board, a request for applications for the position. From a list of those who apply the Board of Directors may select a suitable candidate to stand in until the next AGM where an election must be held to fill the balance of any applicable term of office. If no suitable candidate applies the Board of Directors may select a candidate at its discretion.

5.5 DUTIES, HONORARIUMS, EXPENSES OF THE BOARD OF DIRECTORS

The duties listed below are guidelines and may not be limited to.

5.5.1 The **PRESIDENT:**

- a. is responsible for ensuring the operation of the association; upholding the Constitution; act as Chairman at all Board of Directors Meetings, and all General Meetings, except as noted in 5.5.1.b.

- b. may select a facilitator for any AGM or General Meeting, with the approval of the remaining Board of Directors, and must surrender the chair to that facilitator for the duration of the meeting. Such a facilitator must not be a registered voting delegate.
- c. must represent, or cause to be represented, the OABO at meetings or functions of the organizations as outlined in Article 3.1, unless otherwise provided.
- d. is empowered to the set up an Appeals Committee of three as per 4.13.2a iv, v.

5.5.2 The **VICE PRESIDENT** must:

- a. assume the duties of the President in his absence or disqualification.
- b. sit on the OBA Fair Play Disciplinary Panel or must appoint another Board of Director to assume this role if there is a conflict of interest.
- c. Chair the Constitution Committee.

5.5.3 The **SECRETARY** must:

- a. keep a record of all meetings and handle all records, including records of membership and general correspondence.
- b. publish the minutes of all general meetings and a summary report of all Board of Directors meetings to the Local Boards.
- c. carry out all duties as required as Secretary of the IAABO Board 102 including materials ordering and dissemination, correspondence, and publication of information to and from IAABO, as well as attend the IAABO Spring Meeting yearly. The OABO will cover the costs of attending this meeting i.e. hotel, travel, meals.
- d. keep on file all Provincial and National evaluations and annually copy those Local Boards affected.
- e. assume the duties of The Editor of "The Whistle" and solicit, collect, and organize news items, columns, interpretations, pictures, and other appropriate material for the OABO publication, "The Whistle", in accordance with publication dates as determined by the Board of Directors. The Editor must be responsible for coordinating all items required for publication and distribution.

5.5.4 The **INTERPRETER** must:

- a. attend the CB Trainer meetings.
- b. provide rules, mechanics and educational clinics as requested, with the support of the Provincial Supervisor.
- c. provide regular interpretation bulletins for each publication of "The Whistle".
- d. provide rule interpretations to Local Boards, groups as indicated in Article 3, or to individual members.
- e. provide the results of the CB FIBA on-line exam to the appropriate Local Board Secretaries
- f. Create a FIBA rules exam that, upon the approval of the OABO BOD, will be made available to OABO members after the closing date of the CB-FIBA on-line exam so

that OABO members may comply with Member Classifications outlined in Procedure 2.1.

5.5.5 The **PROVINCIAL SUPERVISOR** must:

- a. attend the CB Trainer meetings
- b. represent Ontario at any General Meeting that the CB may hold; directing communications between the OABO Board of Directors and the CB Executive, and with the general membership through the Local Boards to explain the benefits of CB and its method of operation.
- c. co-ordinate the selection and appointment of a Referee-in-Chief and Assistants and arrange pertinent details for those tournaments handled provincially as described in Procedure 3.1 or to Local Boards who have requested the use of a Provincial Evaluator to evaluate local members. The Provincial Supervisor must provide a quote to clients prior to proceeding and must copy the Treasurer.
- d. keep a record of those individuals who are recognized and qualified to serve as a Referee-in-Chief.

5.5.6 The **TREASURER** must:

- a. keep a record of the OABO roster and handle all records, including records of membership and correspondence related to finances of the organization.
- b. carry out all duties as required as Treasurer of IAABO Board 102 including publication of membership information to the IAABO.
- c. keep an accurate account of all monies received and disbursed by the Treasurer and make a financial report at the AGM of the OABO, closing the books as of July 31st the previous year.

5.5.7 The **REGIONAL REPRESENTATIVES** must:

- a. attend all Board of Directors Meetings.
- b. convey the opinions of the Local Boards in the region that they represent.

5.6 TURNING OVER RECORDS OF OFFICE

5.6.1 Within 30 days after retiring or being removed from office, all Board of Directors must deliver to the Secretary all monies, records, books, papers, and other property belonging to the OABO, to be delivered to successors. Where that Director is the Secretary, that person must deliver all such materials to the President for distribution.

5.6.2 Should Director fail to comply with 5.6.1 the remaining Board of Directors are herein authorized take any necessary action to recover all such materials described in 5.6.1.

5.7 HONORARIUM

5.7.1 Up to \$12,000.00 is allocated annually to the Board of Directors, excluding the OBA representative, for purposes of honorariums.

5.7.2 Distribution amounts are determined by the Board of Directors of that given year.

5.8 EXPENSES

Reimbursement of expenses by the Treasurer are subject to approval by the Board of Directors and will cover items such as but not limited to;

- a) Meals: Up to \$50.00 per day in the currency of the country in which it is being spent.
- b) Accommodation: As required in the currency of the country in which it is being spent.
- c) Travel (Canadian funds): \$0.40 per kilometre, or return economy airfare, whichever is less.
- d) Clinician Honorarium \$100.00 per day plus expenses as per 5.8 a, b, c.

PROCEDURE 6

Voting/Motions/Amendments

6.1 Eligibility:

- 6.1.1 Each OABO Member in good standing is entitled to one vote.
- 6.1.2 To be in Good Standing a member must comply with the provisions listed in Article 5.1.2 of the Constitution and the provisions listed in Procedure 2.1.1 through 2.1.8.
- 6.1.3 The representative of the OBA is entitled to one vote.

6.2 General Voting

- 6.2.1 There can be no Constitutional Amendment motions made during the AGM. All proposed amendments must be submitted to the OABO Secretary noting the Mover, the Mover's Local Board, the Seconder, the Seconder's Local Board, and a rationale for the amendment. The OABO Secretary must receive all amendments, no later than 2359:59 EDT on the 60th day prior to the announced date of the AGM.
- 6.2.2 All proposed amendments received by the OABO Secretary must be forwarded to the Chair of the Constitution Committee minimally 5 days following the determined date of 6.2.1. The Chair of the Constitutional Committee must cause a recommendation, through the Committee, to be developed as to the verbiage of the proposed amendment, with a rationale for the decision and return the same to the OABO Secretary by no later than 2359:59 EDT 45 days prior to the announced date of the AGM.
- 6.2.3 All proposed Constitutional Amendments must be communicated to the Local Board contacts on file with the OABO Secretary minimally 30 days prior to the announced date of the AGM via e-mail. In addition, the Secretary must also make the amendments available to the Edition of The Whistle and posted on the OABO Website.
- 6.2.4 Voting on Constitutional Amendments can be cast either by being present or by use of proxy.

- 6.2.5 The Secretary must announce the total number of OABO members eligible to cast votes. To approve and accept an amendment to the Articles of the OABO Constitution
- 2/3 majority of all eligible votes must be in favour.
- 6.2.6 Any motion other than a proposed Constitutional Amendment, including a motion to change a Procedure, made at any meeting including the AGM, moved on the date of said meeting, will pass with a majority in favour of votes cast at said meetings.
- 6.2.7 The Board of Directors may hold a change vote other than a vote for proposed Constitutional Amendment, by mail or by electronic means with the requirement of a simple majority of all eligible voters. A vote to which a reply is not received by the date indicated must be considered to be a vote not cast.

6.3 - Electronic Voting Procedure Outside the AGM.

- 6.3.1 From time to time the Board of Directors requires direction from the OABO local boards to make a decision related to matters. Should any matter needing a decision from Local Boards be necessary prior to the next OABO AGM the following electronic voting procedure must be utilized.
- 6.3.1a All business requiring a vote must be presented as a proper motion. The motion is presented to all the members to call for a mover and seconder. This messaging must be done as either a "To" or as a "CC" (not as a "BCC") so that all members can interact with/respond to all members via a "Reply All". If the motion already has a mover and a seconder, this step is not needed.
- 6.3.1b Once 6.3.1a has occurred (if needed), the motion is presented to all members as either a "To" or as a "CC" (not as a "BCC") so that all members can interact with/respond to all members via a "Reply All". This message must include the fact that there is a call for discussion. All discussion must be via Reply All. By implementing the "To" or the "CC", any input via a "Reply All" must go to all members as if they were present in a room. There must be a five (5) day limit on this discussion portion of the process. The timeline must be identified (i.e.: Discussion from time and date sent until an identified time and date). Amendments may be posted at any time during the discussion period. They are dealt with as any amendment to a motion is dealt with.
- 6.3.1c Once the five (5) days for discussion has elapsed, the actual and finally worded motion must be re-sent using the method in 6.3.1 and the vote must be called. There must be a three (3) day window for voting. The time limit for the vote must be specified (from date and time to date and time). Once the vote is called, further discussion/amendments would be "out of order" (same as if this were occurring with all members present in a room).
- 6.3.1d Voting must be by Reply All and must go to the Secretary unless a ballot is called for. If voting by ballot, two (2) individuals must be chosen as scrutinizers by the Board of Directors (as is done with any paper vote by ballot) and all votes must go to these two (2) persons only for counting. In this case, votes must be sent directly to these two (2) persons and Reply All must not be used.
- 6.3.1e Results must be reported as votes for and votes against and abstentions if by Reply All and only as Passed or Failed if by ballot.
- 6.3.1f All electronic ballot voting must be deleted by the persons counting the ballots after the results are reported.

PROCEDURE 7
Panel Formation and Operation
Exceptions: **OUA, Semi-Pro, and Pro Leagues**

- 7.1 The purpose of this procedure is to ensure that the initial formation of a panel and its ongoing operation serve the best interests of the sport in general, and the following parties in particular:
- a. Local Boards responsible for the areas in which panel games are played,
 - b. The league or athletic sanctioning body,
 - c. The Supervisor and officials comprising the panel,
 - d. The OABO.
- 7.2 From time to time the suggestion may be made to form a group or Panel of Officials to handle games in several Local Board areas. The concept generally consists of a group of officials, drawn from various areas, in conjunction with a Supervisor who performs a central assigning and evaluating role.
- 7.3 From time to time the suggestion to form a group or Panel of Officials to handle games in several Local Board areas may originate from a league or athletic body, one or more Local Boards, or any other interested party. The operation of a panel involves central assignment of a group of officials drawn from various areas with a Supervisor who performs a central assigning to games (i.e. no Local Board involvement), along with an evaluating role. Since the subsequent movement of officials into areas in which they may not be members of the Local Board, the OABO must be involved simply to protect the interest of the various groups involved.
- 7.4 A proposal to form an officials' panel must be initiated by written submission to the OABO Secretary. Upon receipt of the proposal, it must be reviewed by the OABO Board of Directors at their next meeting.
- 7.5. Following Board of Directors approval to proceed, the Board of Directors must arrange a meeting of the following groups to determine the agreeability and general terms and conditions:
- a. Local Board representatives,
 - b. League or athletic body representatives.
 - c. OABO Board of Directors representatives.
 - d. Examples of this activity are:
 - i. Supervisor selection,
 - ii. Schedule evaluation/panel size decision,
 - iii. Selection of officials,
 - iv. Detailed terms and conditions.
- 7.6 All panels must be formed by contract between the OABO and our clients wishing to operate in this manner. Each contract must outline all aspects of the structure and operation of such panel for things such as:
- a. Oversight Committee or Commission – Selection, responsibilities,
 - b. Supervisor – Selection, duties, and review
 - c. Officials – Selection, responsibilities, and review
 - a. Detailed terms and conditions.
- 7.7 If the meeting results in a consensus regarding panel formation and provisions of a contract are agreeable between all parties, sufficient time must be incorporated for the appointment of the Oversight Committee/Commission, selection of a Supervisor and officials prior to the first assignments being made.

7.8 Any OABO Oversight Committee/Commission Panel members are restricted to administer the affairs of the Panel within the confines of the current contract between the OABO and the other party. Any business outside the current contract shall be decided by the OABO Board of Directors and their responsible counterpart.

PROCEDURE 8 PROVINCIAL FEES

The following are the **recommended minimum** fees to be charged:

OCAA Men.....	\$ 120.00/official/game
OCAA Women.....	\$ 120.00/official/game
OBA Senior	\$ 100.00/official/game
OBA U19.....	\$ 50.00/official/game
OBA U19 8-min quarters or equivalent	\$ 45.00/official/game
OBA U17, U16 10-min quarters or equivalent	\$ 45.00/official/game
OBA U17, U18 8 min quarters or equivalent	\$ 40.00/official/game
OBA U16 thru U14 8 min quarters or equivalent	\$ 35.00/official/game
OBA U13 thru U11 8 min quarters or equivalent	\$ 30.00/official/game
OBA U10 8 min quarters or equivalent	\$ 30.00/official/game
OFSAA "A", "AA", "AAA", "AAAA"	\$ 50.00/official/game
Regional High School Play (CWOSSA, NOSSA etc.)	\$ 45.00/official/game