

 Issue: August 2020 Revision 1

This time last year the basketball community in Canada was in a euphoric state, with our “We The North,” NBA Championship run only a month or two past. The excitement was electric and the outlook for the game we all love seemed to be on an exponential upward curve, with participation and registrations for players and teams at historic levels. Nothing was going to stop basketball in our country, and most certainly in Ontario from achieving heights never before seen. Oh wait........... how did that story end again.....? Looking back to last spring and summer, the words, “Global Pandemic,” were merely lines in a few major motion pictures. Here we are a year later and life in fact does resemble fiction.

With emergency declarations of early March came a shutdown not only of basketball, but life as we all knew it. The gamut of emotions we all have felt is too long for listing. Spring basketball and the demands it placed on us as officials came to a screeching halt. For many of, this has been the longest period of time away from reffing in decades. There is so much unknown and so much that shifts like the blowing sands in a dessert. We are still without the game we all love and just might be for the foreseeable future. It is very encouraging that the number of Covid-19 confirmed cases has been very near 100 per day and more recently numerous days below that number.

With Ontario Advancing to Phase 3 we must remember that we are still in Return to Play Phase 3 which means no contact sports below the Pro Level of basketball.  We realize that some organizations will try to resume to having games and leagues, and likely will try to secure our officiating services before the Government of Ontario ends the current state of emergency.  We, along with several key stakeholders, agree that we are not currently ready to return to the floor and even if the current state of emergency ends on August 21st, we may still not be ready for a considerable period of time.  We all love to get out and officiate, but the risks are still considerable and will be for some time yet. Trust us, we all want everyone back on the floor as soon as possible yet we want everyone involved to do so safely.

OABO is working closely with the CBOC and OBA to develop safe, legal, and clear return to competition protocols for local boards and our membership. This involves necessary training that will be built out in an online format for each individual official to complete on their own accord. We are working closely with our insurance provider, legal counsel, and key sport partners, to ensure that the safest possible basketball environment will exist for our return to gyms. We remind all officials that we, members of OABO, are currently in "non-officiating" membership status and are not to accept assignments until OABO has conducted on-line training sessions.  In order to be covered by the OABO insurance policy an official must be an "active" official that is assigned to a game(s) by his/her local board assignor.  Our goal is to have the training modules built and available early in the fall, once there is a clearer picture on return to school, facility availability, health expert advice, and emergency orders & restrictions.  We will keep you advised.

In the meantime,  we are approaching our "virtual" AGM – business meeting, September 12, 2020. There was some confusion when the initial meeting link was shared, as some thought that AGM meant the entire weekend of meetings and education that has been traditional to the fall for OABO. The September 12th meeting will be only that deals with the business aspects of OABO, not the education presentations. That training will be done virtually at a later date, closer to the time that we plan on returning to the floor to officiate. Those attending the Zoom AGM – business meeting, must register to attend. Thank you to the many voting delegates have already registered.

The following boards have registered their voting delegates:

Barrie, Brant-Norfolk, Cobourg, Durham (2 of 3), Elgin, Guelph (1 of 2), Hamilton (4 of 6), Kingston (1 of 2), London, Muskoka PS, Niagara (2 of 3), North Bay, Ottawa, Oxford, Peel (2 of 4), Renfrew, Sarnia, Sudbury, Windsor (1 of 2), York (2 of 4).    If your board is not on this list or your board is missing delegates please register asap through the link that can be found on our web site www.oabo.ca

The following boards have submitted their Annual Reports:

Chatham/Kent,  Hamilton, Durham, Kingston, Kitchener, Niagara, Ottawa, Oxford, Peel, Peterborough, Renfrew, Sarnia, Seaway, Timmins.  If your board is not on this list please send your report to Don as soon as possible.

Much work is still needed to go into developing instructions and best practices for a smooth and efficient meeting to take place. These protocols and procedures are still being developed as we send this message. We are exploring options for voting that allows for anonymous ballots for the elections. Once the these details are finalized we will immediately share with all registrants in advance. We are pleased to inform everyone that Bruce Chapman has once again agreed to assist with the logistics of the AGM. He has been a valuable asset the past few years, helping with technology and efficiencies.

We want to thank everyone for their suggestions, encouragement and patience in this most unprecedented time. The work we all have been involved in on your behalf has been far greater than if we had games happening. It has been a crazy time trying to get a plan in place and answers to the multitude of questions we all have about basketball. We will continue to work on your behalf and build a return to competition plan that ensures as much safety for all OABO members and the basketball community as a whole. Nothing is more important than the health of ourselves, our families and all members of society. This is not a short walk, but more a marathon.

Be well and be safe;

Your OABO Executive.

AGM Elections, nominations received to date (Nominations closed 2359:59 Wednesday August 12th 2020):

President: Rick Parnham

Vice President: John Grilli

Provincial Supervisor: Tim Laurain, Georgia Risnita, Ray Samuels

AMENDMENTS TO THE OABO CONSTITUTION

MOTION 1

Motion by Don Thorne   Second by Charles Freeman

“To adopt the proposed New Constitution and Procedures  to become effective at the final adjournment of the 2020 AGM”

Rationale:

We presented a document at the last AGM where the current Constitution was split into two documents. The first being the major Articles of a Constitution and the second containing the Procedures how things are done based on the Constitution. Since the last AGM no one has added suggestions to the draft document.

We feel that this would be a great starting point for a new shorter Constitution that contains critical Articles. Articles would be changed similar to the current method only at AGM's.

The procedures are steps we take to comply or follow the rules we have listed in the Articles. Procedures can be changed at any general meeting of our Association such as the President's meeting as an example.

The Constitution states that we will work in partnership with all organizations with Ontario so that all our members. This would bring all current shareholders into a true working relationship and would also allow all our members to be covered under our insurance policy for all games assigned.

Wording throughout both the Constitution and Procedures has been changed to remove CABO and replaced with Canada Basketball (CB) / Canadian Basketball Officials Commission (CBOC).

With the wording contained in the “new” documents, it will be easier to call a meeting and address any urgent concern that is brought forward including virtual meetings.

This is a start. If accepted, our next AGM will be in April or May 2021. This will give us 6 months to see if the document works which we are confident it will.

**Current:**

**Constitution of the**

**Ontario Association of Basketball Officials**

# **Article 1 – Name**

1.1 The name of this organization shall be the ONTARIO ASSOCIATION OF BASKETBALL OFFICIALS, hereinafter referred to as the OABO.

1.2 The OABO shall also fill the role as the Provincial (State) Board of the INTERNATIONAL ASSOCIATION OF APPROVED BASKETBALL OFFICALS, hereinafter referred to as the IAABO PROVINCIAL BOARD 102.

1.3 It is understood that where the masculine gender is used in the Constitution and By-Laws, that the feminine gender shall equally apply.

## Article 2 – Affiliations

2.1 The OABO will be affiliated with the Ontario Basketball Association (OBA), the Canadian Association of Basketball Officials (CABO), and the International Association of Basketball Officials (IAABO).

## Article 3 – Purpose

3.1 To provide an organizational structure for basketball officials in the Province of Ontario.

3.2 To act as the official spokesman for basketball officials within the province on any and all provincial matters pertaining to basketball officiating.

3.3 To promote a standard interpretation of the rules and utilization of mechanics by means of clinics, published information, audio-visual aids and the interchange of officials.

3.4 To ensure that members are free from discrimination, interference, restriction, coercion, harassment, intimidation or disciplinary action exercised or practiced by a member of a Local Board, by reason of race, colour, age, national or ethnic origin, political or religious affiliation, handicap, sex or sexual orientation.

3.5 To work with organizations such as; Ontario Basketball (here after referred to as OBA); Canada Basketball; Ontario Federation of School Athletic Associations (here after referred to as OFSAA), Ontario Universities Athletics (here after referred to as OUA); Ontario Colleges Athletic Association (here after referred to as OCAA); International Association of Approved Basketball Officials (here after referred to as IAABO);and Canadian Association of Basketball Officials (here after referred to as CABO) and others to promote and develop the game of basketball.

### Article 4 – Local Boards

4.1 A Local Board shall be defined as an organization of officials responsible for the training, education, evaluation and assigning of officials in the geographical area allotted to them.

4.2 Traditionally Local Board areas encompass similar boundaries to those of one or more school boards. However, due to geographical considerations, the area might also include a school or schools from another school board, particularly where they might be joined for league purposes.

4.3 Where it may become expedient to divide an existing area, or establish an area where one does not exist, or combine Local Boards, the applicants will submit a letter outlining the specific area, the proposed constitution, a list of proposed Executive members, and a list of the high schools and leagues in the area. The application may result in: rejection, approval under the jurisdiction of a neighbouring or existing Local Board; or approval. (*Since OABO is IAABO Board 102, the process to alter or create a new board charter outlined in the IAABO Constitution must be followed.)*

4.4 A request for Local IAABO Board status shall follow the guidelines of the IAABO Constitution. Application shall first be made through the Provincial Board 102 (OABO) including the required charter fee in U.S. dollars. The request shall also include a commitment that the applying area shall continue to operate as part of the OABO Provincial Board 102 as a condition of continuing Local Board status.

4.5 The Executive Committee shall make a recommendation on each application and final approval will be determined at the Annual General Meeting (here after referred to as AGM).

#### Article 5 – Membership

5.1 Membership Defined

5.1.1 All members of a Local Board must be members of the OABO.

5.1.2 Membership in the OABO, and any successor provincial associations which may come into existence, shall be acquired by becoming a member in good standing with a Local Board of the OABO.

5.1.3 No member of the OABO may have dual membership with another board not affiliated with or recognized by the OABO.

 5.1.4 A member in good standing is a member who has been accepted by a Local Board and has complied with the requirements of that Board and has no outstanding disciplinary actions against him by the BO or any OABO-recognized basketball officiating body.

5.1.5 All Active, Provisional, and Associate Members of the OABO must write the CABO-FIBA Exam, or a FIBA Exam approved by the OABO Executive, annually to remain a member in good standing.

5.2 Membership classes are as follows.

5.2.1 ACTIVE: An Active Member is one, who has been an OABO member for more than one year, who continues to officiate, and who annually attains a mark of 70% or higher on a proctored exam which shall be the CABO-FIBA Exam or a FIBA Exam approved by the OABO Executive.. The member will also have demonstrated competence in floor mechanics announced by the Provincial Interpreter at the AGM.

5.2.2 DUAL:

5.2.2 a) A Dual Member is an Active Member who may belong to two or more Local Boards as defined in Article 4 and meets the minimum criteria of membership as defined in Article 5.1.

5.2.2 b) It is the prerogative of each Local Board to determine if they shall allow Dual Members.

5.2.2 c) A Dual Member shall only pay the OABO and CABO portion of their fees through one board and that shall be considered their Primary Board. No Local Board shall charge OABO and CABO fees to dual members and shall only charge the local Board fee which is charged to Active Members consistent with Article 6.2.3.

5.2.3 PROVISIONAL: A Provisional Member is one, who has been an OABO member for more than one year, who continues to officiate, and who has attained a mark of less than 70% on a proctored exam which shall be the CABO-FIBA Exam, or a FIBA Exam approved by the OABO Executive. The member will also have demonstrated competence in floor mechanics announced by the Provincial Interpreter at the AGM.

5.2.4 ASSOCIATE: An Associate Member shall be a member who is interested in officiating and does not wish to qualify under any other membership category. Members may only register in this category for one year. Members who have previously registered as OABO members shall not be eligible for membership in this category. Associate Members shall pay a membership fee as outlined in the By-Laws.

5.2.5 NON-OFFICATING: A Non-Officiating Member is one who has previously registered as an OABO member but who no longer officiates games in any OABO Local Board but may officiate in a honorary role for special occasions approved by the OABO Executive Committee. Non-Officiating Members all pay the same fees as Associate Members.

5.2.6 CABO MEMBER: All Honorary, Active, and Provisional members of the OABO are members of CABO.

5.2.7 CABO NOCP Rating:

5.2.7.a – Upon satisfactory completion of the CABO-FIBA Exam, OABO officials will be provided an NOCP rating as per By-Law 8.

5.2.7.b - 5 levels classify CABO NOCP Rating as follows:

i. Level 1 and 2 are administered at the Local Board Level

ii. Level 3 is administered by the Provincial Association (OABO)

iii. Level 4 is administered by CABO

#### iv. Level 5 is International Standing administered by FIBA

5.2.8 IAABO MEMBER:

 5.2.8.a - An IAABO member of Board 102 or affiliated IAABO Board - is one who has passed the current proctored IAABO FIBA Rules Knowledge Exam or CABO-FIBA Exam with a mark of 86% or better, or who has passed the current proctored CABO-FIBA Exam with a mark of 78% or better. The member will also have demonstrated competence in floor mechanics. The member shall adhere to the Constitution and By-Laws of IAABO. The member will be required to pay the current membership fees.

5.2.8.b - The floor mechanics referred to in 5.2.1 through to and including 5.2.7.a shall be those set by the Provincial Interpreter with the approval of the Executive Committee and announced at the AGM.

5.2.9 HONOURARY/LIFE MEMBER: This membership in the OABO will be granted to individuals who have made a significant contribution to basketball officiating as an Official or a supporter of Officials. This membership may be conferred by the OABO Executive and there shall be a maximum of one award per year. An OABO member who is a recipient of the CABO Ted Earley Memorial Award shall automatically become a Honorary/Life Member. Any member who has completed ten years of elected service on the OABO Executive shall automatically be considered for this membership category. A list of Honorary/Life Members shall be included in Appendix 1. No Provincial fee shall be assessed to a Honorary/Life Member and local Boards are encouraged to waive local fees. A suitable memento, such as a plaque, shall be awarded to each Honorary/Life Member and that Member’s Local Board shall be notified that no provincial fee is to be assessed to that member.

Article 6 – Transfer of Membership

6.1 TRANSFER OF MEMBERSHIP:

 6.1.1 The Secretary of the Local Board into whose jurisdiction an OABO official is transferring shall notify the Secretary of the local board from which the member is transferring and shall also notify the OABO Secretary of such a transfer.

 6.1.2 Upon notification from the Local Board receiving the transfer the Local Board from which the member is transferring shall provide the receivingLocal Board with a statement of the status of the member.

6.2 ACCEPTANCE OF TRANSFER:

* + 1. A Local Board must accept a member who, because of a change in his legal residence, comes within the jurisdiction of such Local Board.
		2. Such member shall have the same status of membership as he had at the time of transfer and shall be subject to the rules and regulations of the Local Board to which he transfers.
		3. If at the time of his transfer, he has paid his membership fees to the Local Board from which he is transferring, he shall not be required to pay additional OABO membership fees for that year, however, he shall be subject to the same assessments which the new Local Board requires of its members.

**Article 7 – Membership Fees**

7.1 The OABO membership fee shall be determined yearly at the AGM. The minimum fee payable for a Local Board shall be for 10 members and the minimum fee shall be payable prior to the AGM and based upon the fee established the previous year.

7.2 The CABO membership fee shall be determined yearly by CABO and the OABO Treasurer shall collect and submit applicable CABO fees and Canada Basketball Fees to CABO by the date set by CABO.  These applicable fees are included in the OABO membership fee.

7.3 IAABO Membership fee:

7.3.a - The IAABO membership fee, for those members paying their fees to Provincial Board 102, shall be determined yearly by IAABO, expressed in American dollars subject to the exchange rate. At the AGM the Treasurer shall announce this fee, in American dollars.

7.3.b - The IAABO membership fee shall be set in Canadian dollars, subject to the exchange rate set by the bank at which the OABO account is located on March 15th in the year following the AGM, rounded up to the nearest dollar. The Treasurer will notify the applicable local boards on that day.

 7.3.c - The OABO Treasurer will submit IAABO Board 102 fees to the IAABO Secretary by the deadline date set by IAABO

7.4 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 will decide which will be his Primary Board for the OABO fee payment. No inducements or pressure shall be offered by any Local Board to be declared the home board for any dual official(s).

**Article 8 – Executive Officers and Executive Committee**

8.1 OFFICERS: The Officers of the OABO shall consist of President, Vice-President, Secretary, Treasurer, Interpreter, Provincial Supervisor.

8.2 TERM OF OFFICE:

8.2.1 -The term of office for all positions, except as noted in 8.2.4.a and 8.2.4.b, shall be two years in length commencing with their election at the AGM and ending at the AGM two years later when that position is again open.

8.2.2 An individual may serve an unlimited number of terms as President, but never more than two consecutive terms.

8.2.3 Elections for the positions of President, Vice President and Provincial Supervisor shall be held in even numbered years. Elections for the positions for Secretary, Treasurer, and Interpreter shall be held in odd numbered years.

8.2.4.

8.2.4.a -The term of office for Secretary and Treasurer shall run from January 1st to December 31st with the effect that, election at the AGM shall take effect January 1st of the following year. The newly elected Secretary and Treasurer will work in concert with the existing Secretary and Treasurer during the three-month changeover from the AGM to January 1st .

8.2.4.b - Where the existing Secretary and Treasurer are unable or unavailable to work in concert with the newly elected Secretary and Treasurer then the term of office shall take effect immediately and terminate as described in 8.2.4.a

8.3 NOMINATION PROCESS:

8.3.1 Any member of the current OABO Executive who is a member in good standing and wishes to run for re-election must submit the following information: Name of the Candidate, Candidate’s Local Board, Position being Nominated For, Consent to be Nominated, Name of the Nominator, Nominator’s Local Board; to the OABO Secretary no later than 60 days prior to the date of the AGM.  The OABO Secretary will forward these names to the last known contacts of all the Local Boards by 30 days prior to the date of the AGM by e-mail.

8.3.2 Any member of the OABO in good standing, other than a present OABO Executive member, who wishes to nominate an OABO member in good standing for election to a position on the OABO Executive at the AGM as per Article 8.2 must submit the following information: Name of the Candidate, Candidate’s Local Board, Position being Nominated For, Consent to be Nominated, Name of the Nominator, Nominator’s Local Board; to the OABO Secretary, no later than 30 days  prior to the date of the AGM.  The OABO Secretary will forward the names of all candidates to the last known contacts of all the Local Boards no later than 14 days prior to the date of the AGM by e-mail.

8.3.3 If there is only one or no nominations declared within 29 days of the AGM for any OABO Executive position available for election at that year’s AGM under Article 8.2.3, an election shall be held with nominations from the floor.

8.4 VACATED POSITION:

8.4.1 If the office of President is vacated the position will be filled by the Vice President until the next AGM. If the Vice President becomes President in this situation, then an election must be held to fill the balance of the term at the AGM. If the Vice President becomes elected as President an election to fill the balance of the term of Vice President must also be held. Being elected to fill the balance of the term for President shall not be counted as a term of office as outlined in Article 8.2.

8.4.2 If the position of Vice President, Secretary, Treasurer, Interpreter, or Provincial Supervisor or becomes vacant during their term of office; the Executive Committee shall 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 Executive Committee may select a suitable candidate to complete the term. If no suitable candidate applies the Executive Committee may select a candidate at its discretion. An election shall be held at the next AGM to fill the balance of any applicable term of office.

8.5 EXECUTIVE COMMITTEE:

8.5.1 The Executive Officers of the OABO shall be assisted and advised by Regional Representative(s) and by an OBA Representative.

8.5.2 Regional Representative(s) shall be selected from the applicants by the Executive Officers following the AGM.

8.5.3 The OBA Representative shall be appointed by the OBA.

8.5.4 This group will be known as the Executive Committee.

8.6 VOTING ENTITLEMENT: The Executive Officers and Regional Representative(s) shall be entitled to a vote at Executive Committee meetings.

8.7 Only members in good standing with both the OABO and their Local Board shall be eligible for election as an Officer.

**Article 9 – Regional Representatives**

9.1 Regional Representatives shall be appointed annually by the Executive Officers following the AGM. These Representatives shall be appointed from areas in which there is no Executive Officer.

9.2 There shall be five geographical areas which are represented by the following Local Boards:

NORTH: Muskoka-Parry Sound, North Bay, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins.

WEST: Elgin, Grey-Bruce, Kent, Kitchener-Waterloo, London, Oxford, Sarnia, Windsor.

CENTRAL WEST: Brant/Norfolk, Guelph, Hamilton, Niagara, Peel.

CENTRAL EAST: Barrie, Durham, Toronto, York.

EAST: Bay of Quinte, Cobourg, Kingston, Ottawa, Peterborough, Renfrew, Seaway Valley

**Article 10 – Duties of the Members of the Executive Committee**

10.1 PRESIDENT:

 10.1.1.

 10.1.1.a - The President shall be responsible for ensuring the operation of the association; upholding the Constitution; act as Chairman at all Executive Committee Meetings , and all General Meetings, except as noted in 10.1.1.b.

10.1.1.b - The President may select a facilitator for any AGM or General Meeting, with the approval of the Executive Committee, and shall surrender the chair to that facilitator for the duration of the meeting. Such a facilitator shall not be a registered voting delegate.

 10.1.2 He shall represent, or cause to be represented, the OABO at meetings or functions of the organizations as outlined in Article 3, unless otherwise provided.

10.2 VICE PRESIDENT:

 10.2.1 The Vice President shall assume the duties of the President in his absence or disqualification.

 10.2.2 He shall assume other such duties that may be assigned by the President or Executive Committee.

10.3 SECRETARY:

 10.3.1 The Secretary shall keep a record of all meetings and handle all records, including records of membership and correspondence.

 10.3.2 He shall publish minutes of all general meetings and a summary report of all Executive Committee meetings to the Local Boards.

 10.3.3 He shall carry out all duties as required as Secretary of IAABO Board 102 including materials ordering and dissemination, correspondence and publication of information to and from IAABO.

10.3.4 He will keep on file all provincial and national evaluations and annually copy those Local Boards affected.

10.3.5 He will assume the duties of The Editor of “The Whistle” and shall 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 Executive Committee. The Editor shall be responsible for co-ordinating all items required for publication and distribution.

 10.3.6 He shall assume other such duties that may be assigned by the President or Executive Committee.

* 1. INTERPRETER:
		1. The Interpreter shall be responsible for attending the IAABO Fall Interpreters’ Meeting and attending the CABO Interpreters’ Meeting.
		2. He shall provide rules, mechanics and educational clinics as requested, with the support of the Provincial Supervisor.
		3. He shall provide regular interpretation bulletins for each publication of “The Whistle”.
		4. When requested, He shall provide rule interpretations to Local Boards, groups as indicated in Article 3, or to individual members.
		5. He shall be responsible for the distribution and administration of all CABO exams.

10.5 PROVINCIAL SUPERVISOR:

 10.5.1 The Provincial Supervisor shall be responsible for representing the OABO on the CABO National Council

* + 1. He shall represent Ontario at the Annual General Meeting of the CABO and any General Meeting that the CABO may hold; directing communications between the OABO Executive and the CABO Executive and National Council, and with the general membership through the Local Boards to explain the benefits of CABO and its method of operation.

10.5.3 He shall co-ordinate, for the Executive Committee, the selection and appointment of a Referee-in-Chief and assistants, and arrange pertinent details for those tournaments handled provincially as described in Article 16, and shall keep a record of those individuals who are recognized and qualified to serve as a Referee-in-Chief.

* + 1. When requested, He shall provide the Local Boards with a Referee-in-Chief to evaluate local members, in co-ordination with the Secretary.

 10.5.5 He shall be responsible for all OABO-OBA activities, including: being the OABO Representative on the OBA Board of Directors, coordinating any OBA Provincial Championship Tournament operation under Article 16, including the selection and appointment of a Referee-in-Chief and assistants, and determining which Local Boards shall be invited to send officials.

10.6 TREASURER:

 10.6.1 The Treasurer shall keep a record of the OABO roster and handle all records, including records of membership and correspondence.

 10.6.2 He shall carry out all duties as required as Treasurer of IAABO Board 102 including publication of membership information to IAABO.

 10.6.3 He shall keep an accurate account of all monies received and disbursed by him and make a financial report at the AGM of the OABO, closing the books at the preceding July 31st.

 REGIONAL REPRESENTATIVES:

* + 1. Regional Representatives shall attend all Executive Committee Meetings.
		2. Regional Representatives are to represent and convey the opinions of the Local Boards in the region that they represent.
	1. TURNING OVER RECORDS OF OFFICE
		1. Within 30 days after retiring or being removed from office, all Executive Committee members shall deliver to the Secretary all monies, records, books, papers and other property belonging to the OABO, to be delivered to successors. Where that officer may be the Secretary, he shall deliver all such materials to the President for distribution
		2. Should an officer fail to comply with Article 10.8.1 the Executive Committee is herein authorized take any necessary action to recover all such materials described in 10.8.1

**Article 11 – Non-Voting Appointed Executive Positions**

11.1 Development Camp Director

11.1.1 The Camp Director shall be responsible for, coordinating and administering all OABO Officials’ Development Camps. The Director shall be an OABO member in good standing and appointed annually by the OABO Executive. Responsibilities will be outlined by the OABO Executive.

**Article 12 – Meetings**

12.1 The AGM, shall be held on a weekend close to the end of September. The Executive shall set the date.

12.2 The President of the OABO shall call any Executive, Executive Committee or General Meetings that are required. He must call a General Meeting on the request of at least 50% of the voting representatives of the Local Boards.

12.3 The President is empowered to the set up a Grievance or Appeals Committee of three, which must consist of representatives who may be eligible to vote at the AGM. One member may be a present or past Executive Committee member of the OABO. The party or parties registering the protest or appeal shall have the right to name one (1) committee member to the committee providing that individual is a member of the OABO. Such committee members must have no direct connection with the issue to be decided. A majority vote, all three voting, will decide the issue.

12.4 The following shall be the order of business for the AGM:

1. President’s Opening Remarks

2. Awards and Presentations

3. Minutes of Previous AGM

4. Business Arising from the Minutes

5. Reports: Executive, Committee(s), and Local Boards

6. Correspondence

7. Budget

8. Amendments to the Constitution

9. Election of Officers

10. New Business

 - Endorsement of Executive Committee actions for the previous year

11. Adjournment

12.5

 12.5.a - The rules contained in the Modern Edition of Robert’s Rules of Order, most recent edition, shall govern the OABO in all cases where they are not consistent with the Constitution, By-Laws, Appendices, and any special rules of order the OABO may adopt.

12.5. b - All motions adopted at the AGM shall come into effect immediately upon adoption by the assembly except as may be noted in the motion.

12.6 A Quorum for all General Meetings of the OABO shall be 40% of the total Local Board delegate votes as described and determined in Article 12.7.1 with the addition of votes delegated to the Executive Committee.

12.7 Votes

 12.7.1 Eligibility:

 12.7.1.a - Each Local Board in good standing shall be entitled to one voting delegate for every 30 OABO Active, Provisional, Non-Officiating and Honourary members or fraction thereof registered through that Local Board for the year preceding the AGM.

 12.7.1.b – A voting delegate for a Local Board must be registered as a member of the Local Board for which they are authorized to represent in all matters coming before the AGM or any General Meeting. The member must be in good standing with the Local Board they are representing and with OABO.

 12.7.2 Voting delegates carry one vote and must be present to exercise this vote.

 12.7.3 To be in good standing a Local Board must have all dues and bills paid from the preceding year and have paid the minimum affiliation fee for the current year. The minimum affiliation fee shall be equal to 10 times the previous year’s OABO Active Member Fee.

 12.7.4 Each Executive officer shall be entitled to one vote

 12.7.5 The representative of OBA shall be entitled to one vote.

 12.7.6 In the event of a tie vote, if the Chair has cast a ballot the motion is defeated. If the Chair has not voted He shall cast the deciding vote on the motion. If the chair is a facilitator, as appointed in 10.1.1.b, He shall not be entitled to a vote on any issue, and the tie vote shall be considered defeated.

 12.7.7 The OABO Secretary will provide a list of the total number of votes held by individuals and Local Boards to the Local Board contacts no later than fourteen days prior to the start of the AGM.

12.8 AGM Attendance Requirements

 12.8.1 - Each Local Board shall have at least one registered voting delegate at the AGM. If a Local Board member is a member of the Executive Committee, He may register as a Local Board voting delegate or as an Executive Committee voting delegate, but not as both. If no other member of his Local Board is present this shall fulfill the requirements of this Article.

12.8.2 - A Local Board that is not represented for two consecutive years at the AGM, as described in 12.8.1, shall be deemed to be “not in good standing”. A list of those boards attending the AGM shall be released in the Winter issue of “The Whistle”.

12.9 The President may call a Special General Meeting with 48 hours notice being forwarded to the last known President and Secretary for each local board and such notice shall be made using any of the following methods: telephone, facsimile, and/or email.

* 1. A minimum of fourteen days notice shall be given to the Officers, Local Boards and those others entitled to vote at the AGM, for the holding of said AGM. Such notice shall be written and emailed to the last know addresses of the Local Board contacts.

12.11 The Executive Committee shall convene a meeting of all Local Board Presidents during the month of May. Costs for this meeting, including travel and accommodation, shall be budgeted for and paid by the OABO. Decisions taken at this meeting shall not be binding on the Executive Committee or the general membership but may be used for information purposes.

**12.12** - Electronic Voting Procedure Outside the AGM.

 From time to time the executive 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 shall be utilized.

12.12.1 All business requiring a vote shall be presented as a proper motion. The motion is presented to all of the members to call for a mover and seconder. This messaging will 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.

12.12.2 Once 1. 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 will include the fact that there is a call for discussion. All discussion will be via Reply All. By implementing the "To" or the "CC", any input via a "Reply All" will go to all members as if they were present in a room. There will be a five (5) day limit on this discussion portion of the process. The time line will 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.

12.12.3 Once the five (5) days for discussion has elapsed, the actual and finally worded motion will be re-sent using the method in 12.12.2. and the vote will be called. There will be a three (3) day time window for voting. The time limit for the vote will 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 was occurring with all members present in a room).

12.12.4 Voting will be by Reply All and will go to the Secretary unless a ballot is called for. If voting by ballot, two (2) individuals will be chosen as scrutinizers by the Executive (as is done with any paper vote by ballot) and all votes will go to these two (2) persons only for counting. In this case, votes will be sent directly to these two (2) persons and Reply All will not be used.

12.12.5 Results will be reported as votes for and votes against and abstentions if by Reply All and only as Passed or Falls if by Ballot.

12.12.6 All electronic ballot voting will be deleted by the persons counting the ballots after the results are reported.

**Article 13 – Amendments to Constitution and By-Laws**

13.1 Constitutional amendments require an affirmation two-thirds majority of the eligible voters present to carry.

13.2 By-Law amendments require an affirmation simple majority of the eligible voters present to carry.

13.3 Appendix amendments require an affirmation two-thirds majority of the eligible voters present to carry.

13.4 The Constitution may be amended only at the AGM.

13.5 Amendment Submission

13.5.a - All proposed Constitutional amendments must be submitted to the OABO Secretary noting the Mover, his Local Board, the Seconder, his Local Board, and a rationale for the amendment. The OABO Secretary must receive all amendments, no later than 2359:59 EDT 60 days prior to the date of the AGM.

13.5.b - All proposed amendments received by the OABO Secretary as in 13.5.a shall be forwarded to the Chair of the Constitution Committee no later than 2359:59 EDT of the 55th day prior to the AGM. The Chair of the Constitutional Committee shall cause a recommendation, through the Committee, to be developed as to the disposition 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 30 days prior to the AGM. All such amendments will be published in, “The Whistle” prior to the AGM of that year stating the recommendation and rationale if determined.

13.6 All proposed Constitutional amendments must be communicated to the Local Board contacts on file with the OABO Secretary no later than 21 days prior to the date of the AGM via e-mail.  In addition, the Secretary shall also make the amendments available to the fall Whistle Edition and the OABO Website.

13.7 By-Law and Appendix changes may be moved on the date of any General Meeting.

13.8 The Executive may hold a By-Law change vote 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 shall be considered to be a vote in favour of the change. Any such vote would be a recorded vote.

13.9 Updated copies of the Constitution, duly amended and passed at the AGM, shall be distributed to the Local Boards no later than November 15th of the current year.

**Article 14 – Duties of Members and Local Boards**

14.1 Individual members and Local Boards must adhere to the rules of order contained in the Constitution and By-Laws or which may be set by the Executive from the time to time or, in the case of an appeal, the decision rendered by the Appeal Committee.

14.2 Any individual member or Local Board contravening the Constitution or By-Laws is liable for disciplinary action.

14.3 The official OABO uniform shall be:

14.3.1 Black trousers, black basketball shoes, black socks, grey with black yoke/panel shirt or as determined by the OABO Executive Committee in consultation with the OABO Local Board Presidents.

14.3.2 The warm-up jacket shall be a black basketball jacket with CABO crest.

14.3.3 Local Boards may designate a shirt of their choice for local play only.

14.3.4 Members working together must wear same shirts.

14.3.5 Panels or Panel Commissions shall set the uniform to be worn by panel officials.

14.3.6 All Article 16 Tournaments will require the uniform in 14.3.1 to be worn.

14.5 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 Executive Committee in consultation with the Local Board. In the latter case, the Local Board shall 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 Executive Committee will be granted, in consultation with the Local Boards holding jurisdiction in the areas involved in the panels upon formation of such panel.

14.6 A member of the OABO shall not officiate a game in Ontario with another official who is not a member in good standing of the OABO. This Provision shall not apply where appointments are being made for regional, provincial, or national championships and/or regional, provincial, or national tournaments.

14.7 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.

14.8 A member of the OABO shall 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 Executive Committee.

14.9 Each Local Board shall prepare and submit in writing to the OABO Secretary by August 1st, an annual report of the activities for the past season.

14.10 All Local Board rule book and exam requirements shall be purchased through the OABO Secretary.

14.11 Local Boards shall annually submit the following to the OABO Treasurer by October 31st:: OABO membership fees (which include CABO and Canada Basketball Fees) and OABO membership lists. Refer to Appendix 2 for benefits, which are dependent on up-to-date membership lists.

14.12 IAABO fees, for Board 102, payable to the OABO, must be received annually by the Treasurer prior to April 15th.

14.13 It is the responsibility of all OABO members and Local Boards to deal with incidents involving abuse or harassment of officials. Officials must report incidents of harassment and or abuse to the Local Board. The Local Board must forward the officials’ reports to the OABO Secretary. 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 provincial Executive.

**Article 15 – Expenses**

Expenses shall be paid for the following in amounts set out in the By-Laws:

15.1 Executive Honorariums

15.2 Executive expenses

 Telephone and facsimile

 Travel

 Meals and accommodation

 Postage, BPX express and courier

Clinicians

 Photocopying and secretarial

 General office supplies and other expenses which may be approved by the Executive from time to time.

**Article 16 – Assignments of Officials to Regional, Provincial, and National Championships**

16.1 All provincial and regional championship tournaments and programs shall have the participating Local Boards assigned by the Executive Officers in consultation with the Executive Committee. In addition, the Executive Committee shall 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.

16.2 Provincial or regional championship tournaments or programs of the OBA and the OFSAA may be requested to operate under this article

 The administration of articles 16.1 and 16.2 are located in Appendix 3.

16.3 The OABO Executive Committee may withdraw Local Board privileges for such assignments where that Local Board is ‘not in good standing’.

16.4 All national recommendations of appointment shall be done by the Executive Officers in consultation with the Executive Committee and other groups and/or individuals in authority.

16.5 Only OABO officials with a current NOCP Rating will be eligible for Article 16 events.

**Article 17 – Interpretation**

17.1 Interpretation of this Constitution and By-Laws, when required shall be by majority vote of the Executive Committee.

17.2 Any Item not specifically covered by this Constitution and Bylaws shall be decided by a majority vote of the Executive Committee.

17.3 Conflict of Interest is a situation whereby a member of the Executive or any other appointed or elected officer of the OABO may benefit directly by participation in a particular decision that is being undertaken by any committee of the OABO. These decisions may be financial or personnel decisions that may benefit the decision-maker directly. The Executive will then make a decision and rule on the situation as to the member's inclusion or exclusion on the item at hand.

**Article 18 - OABO Professional Standards Committee or PSC**

18.1 The PSC for OABO will consist of non-executive members appointed by the newly elected executive following the conclusion of each year's AGM.

18.2 This body will have 7 members to create a pool of available people to conduct a timely investigation, should a breach of the OABO Code of Conduct be filed.

18.3 A Chair of the Committee will be selected by members of the appointed body.

18.4 This Committee will follow the process outlined in Appendix 4

**BY-LAWS**

**By-Law 1. OABO MEMBERSHIP FEES**

* + - 1. The Executive Committee shall set annual membership fees, subject to the approval of the membership, for each category of membership at its Executive meeting immediately prior to the AGM. These fees shall be announced at the AGM by the Treasurer in his report to the membership.

* + - 1. Active and Provisional members: the fee shall be $80.00 CDN which includes Provincial, CABO, Canada Basketball and Sports Insurance premium amounts.
			2. Associate and Non-Officiating members: the fee is $25.00 CDN and includes Provincial fee and Sports Insurance premium.

d) Honorary/Life members shall pay no local or provincial membership fees but shall have all fees covered by OABO as with Active Members for as long as they shall be members or become deceased but their names shall be included on the list compiled of members so honoured. The OABO also recommends that Honorary/Life members be exempt from Local Board fees.

e) This By-Law maybe amended by a simple majority and is not subject to prior notification.

**By-Law 2. PAYMENT OF FEES AND PREMIUMS**

 a) Local Boards that fail to comply with the provisions of Article 14.9 will result in the following:

 i) A late payment charge of $25.00 per month, or portion thereof, assessed to the Local Board,

 ii) The OABO being unable to mail out member copies of “The Whistle”,

 iii) The OABO being unable to update CABO 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 members not having protection along with other policy benefits.

**By-Law 3. PENALTIES AND SANCTIONS**

 a) The Executive Committee may impose one or more of the following penalties and/or sanctions against Local Boards or individual members who are in violation of the OABO Constitution and By-Laws, or any policy that is adopted by the Executive Committee, or the membership at the AGM:

 i) Loss of eligibility to officiate at regional, provincial or national championships,

 ii) Loss of eligibility to apply to the OABO Development Camps as an official,

 iii) Loss of eligibility to apply to the OABO Development Camps as an evaluator,

 iv) Other penalties that may be imposed by the Executive Committee or the membership.

**By-Law 4. EXECUTIVE HONOURARIUM**

1. Up to $12,000.00 shall be allocated annually to the Executive, Editor and Regional Representative(s) for the purposes of honorariums.
2. Distribution amounts to be determined by the Executive of that given year, subject to the approval of the voting delegates at the AGM.

**By-Law 5. EXPENSES \***

 a) Meals………………………………..… Up to $35.00 per day

 b) Accommodation……………………… As required

 c) Clinician…………………………….… $50.00 per day

 d) Referee-in-Chief……………………... Transportation, accommodation and meals as above, plus a per diem of up to $75.00 per day

 e) Travel on association business…….. $0.40 per kilometre, or return economy airfare, whichever is less for one delegate

 Where applicable, additional delegates $0.15 per kilometre

 \*in the currency of the country in which it is being spent.

**By-Law 6. PROVINCIAL FEES**

 The following are the recommended minimum fees to be charged:

|  |  |
| --- | --- |
| OUA...…………………………..  | $100.00/official/game |
| OCAA Men……………………….…. | $ 90.00/official/game |
| OCAA Women…………………….... | $ 90.00/official/game |
| OBA Senior…………………………. | $ 60.00/official/game |
| OBA Junior, Intermediate…... | $ 50.00/official/game |
| OBA Juvenile 20-min halves or equivalent | $ 45.00/official/game |
| OBA Midget & Major Midget 20-min halves or equivalent | $ 45.00/official/game |
| OBA Midget & Major Midget 8 min Quarters or equivalent | $ 40.00/official/game |
| OBA Bantam & Major Bantam 16-min Halves or equivalent | $ 35.00/official/game |
| OBA Atom & Major Atom | $ 30.00/official/game |
| OBA Novice & Major Novice | $ 30.00/official/game |
| OFSAA “A”, “AA”, “AAA”,”AAAA”…. | $ 50.00/official/game |
| Regional High School Play (CWOSSA, NOSSA etc.) | $ 45.00/official/game |

**By-Law 7. OABO Code of Conduct**

**A) Philosophical Statement**

i) A Code of Conduct, to influence the action and conduct of those who associate with the development and/or delivery of OABO programs and activities is presented below.

ii) It is incumbent on all OABO officers to educate representatives, including referees-in-chief, clinicians, evaluators, speakers, and officials to adhere to the OABO Code of Conduct.

iii) The Secretary shall be informed of any complaints regarding Code of Conduct violations.

**B) Principles**

i) We as trainers, evaluators, clinicians, administrators, and officials must work together to create an atmosphere of fairness, integrity and respect, free from bias and discrimination.

ii) Everyone involved in OABO activities must support the principles of fairness, integrity and respect.

iii) The OABO is committed to providing a sport and work environment that is free of harassment and/or abuse. We believe that every member of our organization, and everyone with whom we deal with, has the right to be treated with respect and dignity.

iv) We will not tolerate harassment or abuse within our organization.

v) It is the responsibility of all OABO members and Local Boards to deal with incidents of abuse or harassment either of or by officials.

vi) We will take all complaints of harassment and or abuse seriously, and will ensure that they are dealt with promptly, sensitively, and confidentially.

**C) Application**

i) The OABO has the authority to establish policies to govern its own affairs and to prescribe, monitor, and enforce the conduct of its members pursuant to such policies.

ii) This Code of Conduct identifies the standard of conduct, which is expected of all members of the OABO including all officers, referees-in-chief, clinicians, evaluators, speakers, and officials.

1. The Code of Conduct applies to all activities and functions of the OABO including competitions, camps, travel, accommodation, banquets and social activities associated with OABO events and events at which OABO members are participants.
2. Individuals who violate the Code of Conduct may be subject to disciplinary actions.

**D) General Conduct**

i) OABO members and representatives are expected to uphold the highest standard of ethical behavior and personal conduct at all times, and are responsible for conducting themselves in such a way as to represent the OABO in the most favourable light at all times.

ii) Members are bound to exhibit and encourage behavior, which is consistent with the Association’s stated philosophies, standards of conduct, and guidelines.

iii) The OABO is committed to providing an environment where members respect the personal dignity of others, are free from all forms of harassment, and are free to exercise their rights under the Human Rights Code.

**E) Routine Enforcement**

i) All complaints related to the OABO Code of Conduct will be handled by the process outlined in Appendix 4.

**F) Complaint Procedure**

Any official, local board, or the OABO itself gaining knowledge about actions which contravene the OABO Code of Conduct must initiate the Complaint Procedure, should they become aware of any potential violation of the Code. The Complaint Procedure shall be initiated by pursuing the following course of action including the notification of the OABO:

1. Submit a completed OABO Code of Conduct Reporting Form, as well as all other pertinent and supporting documentation of the incident. 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. The report should clearly indicate the aspect of the Code of Conduct, which the complainant believes has been violated, and the nature of that violation.
2. Following the submission of documentation, the procedure in Appendix 4 will used to resolve all complaints related to the OABO Code of Conduct.
3. Dependent on the severity of the violation, and as determined appropriate by the OABO Professional Standards Committee, a person found to be in violation of the OABO Code of Conduct, may incur one or more of the following sanctions:
4. 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.
5. OABO Local Boards may be asked to refrain from scheduling any activities involving the offending person
6. Sanctions / suspensions of privileges of individuals may be applied by the OABO Professional Standards Committee.
7. Depending on the severity and nature of the actions, the official, Local Board and the OABO Executive shall inform the proper authorities where acts of abuse have occurred.

**G) Appeal Process**

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.

i) Should a member wish to appeal a decision made by the Professional Standards Committee, the process to be followed is outlined in Appendix 4.

ii) Any complaint referred to, as an appeal shall be heard by the OABO Executive.

iii) The OABO Executive, shall not be authorized to alter, modify or amend any part of the OABO Code of Conduct as part of the Appeal Process.

iv) The finding of the majority of the OABO Executive as to the facts and as to the interpretation, application, administration or alleged contravention of the OABO Code of Conduct shall be final and binding upon all parties concerned.

H) The OABO is an Association of equals built on common interests and common objectives that is to provide officiating services, training of officials, evaluation and assignment of officials and coordination of officiating services with basketball organizations in Ontario. The above Code of Conduct reaffirms our common philosophy.

**I) Definitions**

**i) Harassment:** Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people, including the person or peoples’ level of empowerment relative to the harasser. The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognize as unwelcome and likely to cause the person to feel offended, humiliated, or intimidated.

**ii) Sexual Harassment:** A person is deemed to have sexually harassed another person (the person harassed) if

1. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed, or
2. the person engages in unwelcome conduct of a sexual nature in relation to the person harassed,

 in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated. “Conduct of a sexual nature” includes making a statement of a sexual nature to a person, or in the presence of a person.

**iii)** **Behaviour constituting harassment:** can take many different forms and may be explicit or implicit, physical, verbal, or non-verbal. Examples include, but are not limited to:

1. jokes or comments directed at a person’s body, looks, age, race, religion, sexual orientation, or disability;
2. abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
3. unwelcome remarks including teasing, name-calling, or insults;
4. innuendo or taunting;
5. homophobic comments and/or behaviours;
6. uninvited touching, kissing, embracing or messaging;
7. unwelcome staring, leering or ogling;
8. unwelcome smutty jokes and comments;
9. unwelcome persistent or intrusive questions about a person’s private life;
10. repeated invitations to go out, especially after prior refusal;
11. unwelcome sexual propositions;
12. the use of promise or threat to coerce someone into sexual activity;
13. sexual insults, taunts, or name-calling;

**iv)** **Abuse:** Abuse can be defined as, but not limited to any act of threat involving molestation, harassment, corporal punishment or any form of physical, sexual or mental abuse; the misuse of power or authority; treatment of an individual or persons in a harmful, injurious, and or offensive manner; speaking insultingly, harshly and /or unjustly to or about another person(s); or committing an act of sexual assault.

It should be noted that jokes and behaviour that are genuinely enjoyed and consented to by everyone present are **not** harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is **not** sexual harassment. However, it is important to recognize that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the behaviour. It is the responsibility of all members covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.

**BY-LAW 8. NOCP CLASSIFICATION AND RESPONSIBILITIES**

1. NOCP Level One – Local Board Responsibility
2. Identified in the Constitution Article 5.2.3 - Provisional Member – any member who meets the minimum criteria set out in this Article 5.2.3 may be rated at NOCP Level 1. This rating shall be reviewed annually and recorded by the Local Board Secretary on the OABOadmin.ca data base by March 30 of that year. A Local Board may establish additional criteria.
3. Level Two – Local Board Responsibility
4. Identified in the Constitution Article 5.2.1 – Active Member - any member who meets the minimum criteria set out in this Article 5.2.1 may be rated at NOCP Level 2. This rating shall be reviewed annually and recorded by the Local Board Secretary on the OABOadmin.ca database by March 30 of that year. A Local Board may establish additional criteria.
5. Level Three – Provincial Board Responsibility
6. A Local Board Member who has attained a NOCP Level Two rating; achieves 86% or more on the CABO proctored Exam; is evaluated by a Provincial Evaluator, not from his Parent Board, on a three person officiated game. ie OUA, OCCA, Elite or Pre-Elite camp or other as approved by the OABO Executive, may qualify for a NOCP Level 3 rating.
7. Local Board Secretaries shall 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 Director of Officiating, OUA Supervisor, Provincial Evaluator, or Camp Director.
8. Any NOCP Level 2 official who receives a second season renewal of assignments from the OUA Panel(s) shall automatically be granted a NOCP Level 3 rating. It is the responsibility of that individual to ensure notification of such a renewal is forwarded to the OABO Secretary who shall update the OABOadmin.ca data base.
9. Upon approval from the OABO Executive, a Local Member Board may have a Level 2 member evaluated by a Provincial Evaluator at an appropriate 3 person venue, where the Evaluator is not a Member of that Board. The Provincial Supervisor may designate the Evaluator with the Local Member Board being responsible for any attendant costs for that Evaluator. A copy of any evaluations resulting shall be shared with the individual member official(s) and copy(s) forwarded to the Membership Officer of OABO and the OABO Executive for consideration of a NOCP Level 3 rating. Upon approval the OABO Secretary shall update the OABOadmin.ca data base.
10. Level Four - National CABO responsibility
11. An OABO member who has attained a NOCP Level Three rating; achieves 86% or more on the CABO proctored Exam; is evaluated by 2 National Evaluators, as successful, at a CABO Three Person National Championship, or a provincial event that is approved by the CABO Executive; is then approved by CABO. When approval from CABO is received the OABO Secretary shall update the OABOadmin.ca data base.
12. 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 America

**By-Law 9 – OFSAA QUALIFICATIONS**

1. Distribution and selection of officials for OFSAA Provincial Tournaments continues to be the mandate and discretion of the OABO Provincial Supervisor. The following are provided as guidelines to assist Local Member Boards in appropriately nominating suitable candidates to staff each OFSAA event.
2. The member should:
3. be in good standing, with a NOCP Level 2 rating or better
4. be a member in good standing
5. have completed all of the required Board exam(s) in that year with a passing mark Article 5.1.4
6. 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
7. have completed an up to date Mechanics Test as may be provided by the Provincial Interpreter
8. be available for all meetings and games of the event
9. fulfill any requirements of the event’s Referee in Chief
10. wear the appropriate uniform and follow the event dress code.
11. When a Board has received a nomination it is unable to fulfill, that Board may recommend a candidate with lesser qualifications. The Provincial Supervisor may choose to accept that nominee, or may offer another more suitable nomination to that Board, or may offer the assignment to another Board.
12. Any 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.

**By Law 10 LEGAL COUNSEL FEE**

1. Each Local Board will annually submit to the Treasurer by October 31st a $5 fee per member (all classes). This fee is to be used strictly for Legal Counsel and is to be capped at an approximately balance of $30,000 and will be replenished as required.

**APPENDICES**

**Appendix 1 – Honourary/Life Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Bruce Blackburn | Jack Burnett \* | Stan Burns \* | Paul Carter | Guy Cipriani |
| (Toronto) | (Guelph) | (Niagara) | (Windsor) | (Hamilton) |
|  |  |  |  |  |
| Don Cline \* | Bruce Covert | Nadine Crowley | Stan Crowley | John Cullen \* |
| (London) | (Bay of Quinte) | (Ottawa) | (Peel) | (Ottawa) |
|  |  |  |  |  |
| Dutch Decker \* | Ted Earley \* | Sandy Forand | Ron Foxcroft | Wilf Garrett \* |
| (London) | (London) | (Niagara) | (Hamilton) | (Niagara) |
|  |  |  |  |  |
| Min Hendrick \* | Charles Ketter \* | Pat Laing | Vern MacDonald | Kitch MacPherson \* |
| (Niagara) | (Sudbury) | (Niagara) | (OBA) | (Hamilton) |
|  |  |  |  |  |
| Bill McAleer | Jaime McCaig | Mike McPhee | Paul Mitchell | Mike Mitruk \* |
| (Barrie) | (Bay of Quinte) | (Guelph) | (Brantford) | (Niagara) |
|  |  |  |  |  |
| Ted Montgomery | Murray Mulligan | Roy Pethick \* | Markku Peuhkurinen | Ron Pleasance \* |
| (Toronto) | (Niagara) | (Toronto) | (Thunder Bay) | (Toronto) |
|  |  |  |  |  |
| Al Rae \* | Gene Schaaf |  |  |  |
| (Ottawa) | (York) |  |  |  |
|  |  |  |  |  |

Deceased \*

**Appendix 2 – Benefits of Membership**

**A** The Whistle – published by the OABO

**B** General Liability, Sports Accident, Officers and Directors Liability Insurance

**C** Post Play – published by CABO

**D** Opportunities to be assigned to provincial programs and/or championships

**E** Opportunities to be assigned to national programs and/or championships

**F** Standard interpretations, procedures, and mechanics

**G** Rule interpretation and mechanics clinics

**H** Evaluations

**I** CABO materials such as:

1. Interpretations (included in IAABO FIBA rules handbook)
2. CABO FIBA Exams
3. Instructions for scorers and timers

**J** Protection through sanctions concerning incidents which occur involving extramural teams.

**K** IAABO materials such as:

1. NFHS rules handbook
2. Exams – refresher and qualification
3. Mechanics, signals, You Make the Ruling DVD’s
4. Clinics
5. Sportorials
6. FIBA rules handbook

NOTE: A thru J are only available to Local Boards who submit their membership lists by the dates outlined in the Constitution.

**Appendix 3 – Administration of Article 16**

 **A. REFEREE-IN-CHIEF AND ASSISTANTS**

A.1 The Referee-in-Chief should not come from Local Board(s) that is hosting the tournament.

A.2 Assistants will be used at all Article 16 tournaments. If one assistant is required that assistant will be appointed by the Provincial Supervisor. If additional assistants are required the host board will be given priority. The Provincial Supervisor, in consultation with the Executive Committee, will make the final determination in the assignment of these positions. If a host board nominee is not acceptable the Provincial Supervisor will provide an explanation, in writing, to the Local Board.

A.3 The Referee-in-Chief and the Assistant(s) shall not officiate in the tournament.

A.4 The Referee-in-Chief shall be provided with guidelines by the Provincial Supervisor regarding the administration of the tournament. It is expected that the R/C will share these guidelines with all assistants.

A.5 The Referee-in-Chief shall 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 shall take precedence.

A.6 The Referee-in-Chief, at the conclusion of the tournament, shall 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 is to be sent to the official, Provincial Supervisor and OABO Secretary within two weeks of the conclusion of the tournament.

A.7 The OABO Secretary shall send a copy of the report to the Secretary of the official’s Local Board. He shall keep a copy of the report in the files of the OABO.

 **B) OFFICIATING ASSIGNMENTS:**

B.1 The Provincial Supervisor shall, in consultation with the Executive Committee, determine the number of officials necessary to properly service the tournament. An official shall work a maximum of two (2) games in one day in the tournament unless extenuating circumstances arise.

B.2 The provincial Supervisor, subject to the approval of the Executive Committee shall determine the Local Boards, which will be requested to supply officials to work the tournament.

B.3 The factors to be considered by the Executive Committee in selecting the Local Boards are as follows:

1. Geographical location of the Local Board relative to the tournament location (an attempt to minimize transportation costs).
2. Ability of the Local Board to supply qualified officials to work the tournament under consideration. For example, a Local Board that does not normally work OFSAA “AAA” may not be asked to supply officials to that tournament. However, not having teams in it’s area that plays at the AAAA level does not automatically preclude a Local Board from being asked to supply officials.
3. 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 will have proven their ability at a competition of lesser calibre than the tournament to which they are being invited.
4. The right of the Local Board to fill the provincial assignments is recognized by the OABO. However, the OABO Executive Committee shall have the right to veto that assignment with reasons in writing. The Local Board which has had its assignment vetoed shall have first rights to appoint a qualified local official to fill the assignment. If there is no acceptable qualified local official, the Executive Committee, in this situation, may also request another Local Board to assign an official to fill the vacant spot. In this instance the Executive Committee shall accept the assignment of the Local Board, subject to the same conditions of any other appointment.
5. If necessary, the provincial Executive Committee may make at-large appointments to ensure a tournament is properly serviced.
6. Where practical, the Local Board where the tournament is held shall be asked to provide 50% of the officials.

**C) RECORDS:**

C.1 The records of the assignments, including the assignment request, shall be open to inspection by members of the Local Boards’ Executive whose members participated in that tournament.

**D) EXPENSES:**

D.1 The expenses shall be as outlined in the By-laws of the OABO and shall be the responsibility of the tournament organizing committee.

D.2 The Referee-in-Chief and the Assistant(s) who work with him shall be paid an honorarium. The amount shall be set by the Provincial Supervisor and it shall be determined by the tournament and other factors, which may, from time to time, affect the setting of the honorarium.

 D.3 Tournament Organizing Committee: The tournament organizing committee shall 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 will forward an invoice to the Tournament Organizing Committee at the conclusion of the tournament.

D.4 The Referee-In-Chief will complete a Tournament Expense Report for each Official along with himself and the Assistants and will forward the report to the Provincial Supervisor for approval within one week following the completion of the tournament.

 D.5 The Provincial Supervisor will approve the report and will 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.

**Appendix 4 – Disciplinary and Appeals Procedures**

This appendix shall outline the OABO Policy and 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 limited to the conduct of officials as well as players, coaches, bench personnel, administrators or others associated with a team. All complaints shall be sent to the OABO Secretary who will disseminate such complaints as prescribed in this Appendix.

 A) REPORTING PROCESS

1. A Local Board suspends an official
	1. 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 Executive Committee by contacting the Secretary via regular mail or e-mail. It is advised that they also contact one other member of the OABO Executive Committee which, in most cases, should be the President.

b. 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. The OABO Executive Committee will review the suspension documentation and process to ensure that the proceedings were fair, reasonable and fit within the allowable constructs of our governance and those of our partner associations. Upon review of the submitted documentation of the proceedings, should OABO find the suspension has followed the outline of local, provincial and if appropriate IAABO constitutions, then the OABO Secretary will forward the notice of suspension to all Local Board Presidents and Secretaries in order to prevent an infraction of Article 14.6.

1. The OABO Secretary receives a complaint regarding an OABO member.
	1. A complaint arises from an OUA assignment.

- The Secretary will forward the complaint to the appropriate OUA Panel Supervisor,unless it is an OABO Code of Conduct Violation that is being reported. If such a complaint is filed, then the chair of the Professional Standards Committee would be copied and an investigation initiated. The OUA Panel Supervisor(s) will be advised by the Chair of the Professional Standards Committee of the complaint.

* 1. A complaint arises during an event where the Provincial Supervisor placed the official (eg. an OFSAA event or other Article 16 tournament)

- The Secretary will forward the complaint to the Provincial Supervisor,unless it is an OABO Code of Conduct Violation that is being reported. If such a complaint is filed, then the chair of the Professional Standards Committee would be copied and an investigation initiated. The Provincial Supervisor will be advised by the Chair of the Professional Standards Committee of the complaint.

* 1. A complaint arises from a service group where the official was assigned by a Local Board (eg. a high school game, Ontario College league games).

 - The OABO Secretary will forward the complaint to the appropriate Local Board President and Secretary, unless it is an OABO Code of Conduct Violation that is being reported. If such a complaint is filed, then the chair of the Professional Standards Committee would be copied and an investigation initiated.

* 1. A complaint arising from a person who would be considered to be a member of "the public" (such as a spectator).
		+ - The OABO Secretary will forward the complaint to the appropriate Local Board President and Secretary, unless it is an OABO Code of Conduct Violation that is being reported. If such a complaint is filed, then the chair of the Professional Standards Committee would be copied and an investigation initiated.

3) The OABO Secretary receives a complaint from an OABO member/OABO Local Board regarding the action(s) of a coach(s), player(s), team member(s), administrator(s), or others associated with a team.

a) The Secretary will 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 Article 16 tournament such as OFSAA, OBA or OCAA, then the OABO will communicate the complaint to the client for resolution~~.~~

4) The OABO Secretary receives a complaint regarding an OABO Member and a reported violation of the OABO Code of Conduct. The following process will be followed;

a) OABO Reporting, Investigation and Discipline Process:

1. Any breach of the OABO Code of Conduct must be reported via the "OABO Code of Conduct Violation Form," found on the OABO website.
2. Only issues formally reported in the correct manner will be considered for investigation.
3. Issues pertaining to complaints about judgment and call selection concerns will be forwarded by the Chair of the Professional Standards Committee or OABO Secretary to the local board to be investigated.
4. Once a formal complaint has been received by the OABO Secretary it will sent to the chair of the "OABO Professional Standards Committee" to begin the investigative process.
5. Notification of the complaint will be provided to the member identified in the complaint by the Chair of the OABO Professional Standards Committee, within 48 hours of receiving the complaint.
6. The chair of the Professional Standards Committee will construct an Investigative Panel from the pre-approved body of members that will consist of the chair and 2 other members.
7. The Investigative Panel will 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 will schedule a hearing to resolve the complaint.

b) The hearing procedure will be as followed:

1. The Chair of the Investigative Panel will designate someone to take detailed minutes of the hearing
2. Hearing called to order by chair
3. Introductions of participants
4. Opening statements by the complainants
5. Witness statements on behalf of the complainants
6. Opening statements by the respondents
7. Witness statements on behalf of the respondents
8. Rebuttal witnesses for the complainants, followed by rebuttal witnesses for the respondents
9. Closing arguments for each side with the complainant first followed by the respondents
10. The most current edition of Robert's Rules of order will be followed by the chair through the proceedings.

5) The Investigative Panel will 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.

6) The decision will be formally communicated to all parties by the Chair of the Investigative Panel via written report of the decision within 5 days of the date of the hearing.

7) The decision could range from no further action being taken to sanctions, such as but not limited to a letter of reprimand, suspension of membership or expulsion from OABO.

B) RIGHT TO APPEAL

1. An OABO member has the right to appeal any disciplinary action involving suspension by a Local Board by submitting an Appeal in writing within 15 days to the OABO Secretary.
2. An OABO member/OABO Local Board has the right to appeal any disciplinary action from an OUA Supervisor by submitting an Appeal in writing within 15 days to the Executive member who is a member of the particular Panel Commission.
3. Any OABO member/OABO Local Board has the right to appeal any disciplinary action from the OABO Executive Committee to the OABO membership delegates. The Appeal shall be submitted in writing within 15 days to the Secretary.
4. An OABO member has the right to appeal any decision by the Professional Standards Committee by submitting an Appeal in writing within 15 days to the OABO Secretary.

5) A person making a complaint which is investigated by the Professional Standards Committee has the right to appeal any decision of the Professional Standards Committee by submitting an Appeal in writing within 15 days to the OABO Secretary.

C) APPEAL PROCESS

1) Should any person file an appeal, the imposed sanction would be paused until the appeal process is conducted.

2) Upon notification of an Appeal from parties of those listed in the Right to Appeal sections B1) and B3), B4) and B5) above, the following process will be used;

a) Appellate Process:

* 1. Should a member be sanctioned by their Local Board or the OABO Professional Standards Committee they would have 15 days from the date of notification of the sanction being imposed to appeal the sanction.
	2. The notice of appeal must be filed to the OABO Secretary with a clear explanation for the reason of appeal.
	3. Upon notice of an appeal the OABO Secretary will communicate with the OABO Executive Committee to schedule a formal appeal hearing.
	4. A chair of the Appeal Hearing will be appointed by the OABO President.
	5. All documentation regarding the initial hearing will be provided to the chair of the Appeal Hearing for the use of all parties during the appeal.
		1. The hearing procedure will be as followed:
1. The Chair of the Appeal Hearing will designate someone to take detailed minutes of the hearing
2. Hearing called to order by chair
3. Introductions of participants
4. Opening statements by the chair (or designate) of the OABO Professional Standards Committee or the President of the Local Board, whichever applies to the appealed matter.
5. Opening statements by the respondents
6. Rebuttal witnesses for the complainants, followed by rebuttal witnesses for the respondents
7. Closing arguments for each side with the complainant first followed by the respondents

 c) The most current edition of Robert's Rules of order will be followed by the chair through the proceedings.

1. The Panel will 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.
2. Following completion of the appeal, the Chair of the Appeal Hearing will communicate their decision with 5 days of the appeal.
3. This decision will be considered final.

 3) Upon notification of an Appeal from parties involved in item B2) listed in the Right to Appeal section above, any member of Panel Commission directly involved in the original complaint shall not be involved in the process of the appeal hearing as a member of the Panel Commission. The remaining Panel Commission members will review the submissions and their decision will be final and binding.

**Appendix 5 – Panel Formation and Operation**

1) The purpose of this appendix 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:

1. Local Boards responsible for the areas in which panel games are played,
2. The league or athletic sanctioning body,
3. The Supervisor and officials comprising the panel,
4. The OABO.

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.

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.

4) A proposal to form an officials’ panel must be initiated by written submission to the OABO Secretary. Upon receipt of the proposal, it will be reviewed by the OABO Executive Committee at their next meeting.

1. Following Executive Committee approval to proceed, The Executive Committee will arrange a meeting of the following groups to determine the agreeability and general terms and conditions:
	1. Local Board representatives,
	2. League or athletic body representatives.
	3. OABO Executive representatives.
	4. Examples of this activity are:
2. Supervisor selection,
3. Schedule evaluation/panel size decision
4. Selection of officials,
5. Detailed terms and conditions.
6. All panels will be formed by contract between the OABO and our clients wishing to operate in this manner. Each contract will outline all aspects of the structure and operation of such panel for things such as:
	1. Oversight Committee or Commission – Selection, responsibilities
	2. Supervisor – Selection, duties and review
	3. Officials – Selection, responsibilities and review
	4. Detailed terms and conditions
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 Supervisor and officials prior to the first assignments being made.
8. LIMITATION OF RESPONSIBILITIES

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 will be decided by the OABO Executive and their responsible counter-part.

**Proposed:**

**Constitution of the**

##### Ontario Association of Basketball Officials

# **Article 1 – Name**

1.1 The name of this organization shall be the ONTARIO ASSOCIATION OF BASKETBALL OFFICIALS, Ontario Not-for-Profit Incorporation number 000502000 (1982) , hereinafter referred to as the OABO.

1.2 The OABO shall also fill the role as the Provincial (State) Board of the INTERNATIONAL ASSOCIATION OF APPROVED BASKETBALL OFFICALS, hereinafter referred to as the IAABO PROVINCIAL BOARD 102.

1.3 It is understood that where the masculine gender is used in the Constitution and By-Laws, that the feminine gender shall equally apply.

## Article 2 – Affiliations

2.1 The OABO will be affiliated with the Ontario Basketball Association (OBA), the Canadian Basketball Officials Commission (CBOC), Canada Basketball (CB)

2.2 OABO Local Boards and/or OABO Local Board members may also be affiliated with the International Association of Basketball Officials (IAABO) at their own discretion.

## Article 3 – Purpose

3.1 To work with organizations namely; Ontario Basketball (also referred to as OBA); Canada Basketball (also referred to as CB), the Canadian Basketball Officials Commission (also referred to as CBOC), Ontario Federation of School Athletic Associations (also referred to as OFSAA), Ontario Universities Athletics (also referred to as OUA), Ontario Colleges Athletic Association (also referred to as OCAA); International Association of Approved Basketball Officials (also referred to as IAABO), the Canadian Elite Basketball League (also referred as CEBL), the National Basketball League (also referred as NBL) and other organizations to promote and develop the game of basketball.

3.2 To provide an organizational structure for basketball officials in the Province of Ontario and ensure that members are free from discrimination, interference, restriction, coercion, harassment, intimidation or disciplinary action exercised or practiced by a member of a Local Board, by reason of race, colour, age, national or ethnic origin, political or religious affiliation, handicap, sex or sexual orientation.

3.3 To promote a standard interpretation of the rules and utilization of mechanics by means of clinics, guest speakers, published information, audio-visual aids and the communication exchange between officials.

3.4 To act as the official spokesman for basketball officials within the province on any and all provincial matters pertaining to basketball officiating.

### Article 4 – Local Boards

4.1 A Local Board shall be defined as an organization of officials responsible for the training, education, evaluation and assigning of officials in the geographical area allotted to them.

4.2 Traditionally Local Board areas encompass similar boundaries to those of one or more school boards. However, due to geographical considerations, the area might also include a school or schools from another school board, particularly where they might be joined for league purposes. It is noted for purposes of history that township boundaries had a major role in developing original Local Board Boundaries.

4.3 Where it may become expedient to divide an existing area, or establish an area where one does not exist or combining of Local Boards the local boards affected will refer to Procedure 1.1 Local Board formation.

#### Article 5 – Membership

5.1 Membership Defined

5.1.1 All members of a Local Board must be members of the OABO.

5.1.2 Membership in the OABO shall be acquired by becoming a member in good standing with a Local Board of the OABO. A member in good standing is a member who has been accepted by a Local Board and has complied with the requirements of that Board and has no outstanding disciplinary actions against him by the OABO or any OABO-recognized basketball officiating organization.

5.1.3 No member of the OABO may have dual membership with another board not affiliated with or recognized by the OABO.

5.1.4 Classes of membership, methods to obtain said classifications are defined in Procedure 2.

5.1.5 Membership fees are defined by classification and listed in Procedure 4

**Article 6 – Transfer of Membership**

6.1 A member in good standing may request a transfer of membership from one Local Board to another as listed in Procedure 2.2.

**Article 7 – OABO Board of Directors**

 7.1 – Board of Directors Structure

7.1.1 The OABO Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Interpreter, Provincial Supervisor and the appointed regional representative(s) plus one representative appointed by OBA.

7.1.2 Regional Representatives shall be appointed annually by the elected Board of Directors following the AGM. These Representatives shall be appointed from areas in which there is no Board of Director.

7.1.3 There shall be five geographical areas which are represented by the following Local Boards:

NORTH: Muskoka-Parry Sound, North Bay, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins.

WEST: Elgin, Grey-Bruce, Chatham-Kent, Kitchener-Waterloo, London, Oxford, Sarnia, Windsor.

CENTRAL WEST: Brant/Norfolk, Guelph, Hamilton, Niagara, Peel.

CENTRAL EAST: Barrie, Durham, Toronto, York.

EAST: Bay of Quinte, Cobourg, Kingston, Ottawa, Peterborough, Renfrew, Seaway Valley

7.2 Term of Office

7.2.1 The term of office for all positions, except as noted in 7.1.2, 7.2.2, and 7.2.4 shall be two years in length commencing at the final adjournment of the AGM in which they are elected and ending at the final adjournment of the AGM two years later when that position was open.

7.2.2 An individual may serve an unlimited number of terms as President, but never more than two consecutive terms.

7.2.3 Elections for the positions of President, Vice President and Provincial Supervisor shall be held in even numbered years. Elections for the positions for Secretary, Treasurer, and Interpreter shall be held in odd numbered years.

7.2.4. Terms of Office for Secretary and Treasurer

7.2.4.a The term of office for Secretary and Treasurer shall run from July 1st to June 30th following the election at the AGM. The newly elected Secretary and Treasurer will work in concert with the existing Secretary and Treasurer during the approximate two to three-month changeover from the AGM to July 1st .

 **7**.2.4.b Where the existing Secretary and Treasurer are unable or unavailable to work in concert with the newly elected Secretary and Treasurer then the term of office shall take effect and terminate as described in 7.2.1

**Article 8 – Meetings**

8.1 All meetings may be held at a in-person venue or may be held via electronic means provided such means allows all in attendance the ability to hear and the opportunity to ask questions and to vote on appropriate matters.

8.2 The Annual Educational Meeting will be held in the month of September or October but no later than October 15th of each year.

8.3 The Annual General Meeting (here-in-after referred to as AGM), shall be held on a weekend close to the end of April, no later than the end of May. The Board of Directors shall set the date.

8.4 The President of the OABO shall call any Board of Directors or General Meetings that are required. He must call a General Meeting on the request of at least 50% of the membership.

8.5 The following shall be the order of business for the AGM:

* 1. President’s Opening Remarks
	2. Awards and Presentations
	3. Minutes of Previous AGM
	4. Business Arising from the Minutes
	5. Reports: Board of Directors, Committee(s), and Local Boards
	6. Correspondence
	7. Budget
	8. Amendments to the Constitution
	9. Election of Board of Directors
	10. New Business
	11. Endorsement of Board of Directors actions for the previous year
	12. Adjournment

8.6 Rules of Order

8.6.1 The rules contained in the Modern Edition of Robert’s Rules of Order, most recent edition, shall govern the OABO and in all cases where they are not consistent with the Constitution, Procedures, and any special rules of order the OABO may adopt.

8.6.2 All motions adopted at the AGM shall come into effect immediately upon adoption by the assembly except as may be noted in the motion. Elected positions shall come into effect at the final adjournment of the AGM as stated in 7.2.1 except as stated in 7.2.4.

8.7 Voting Eligibility and process will be covered in Procedure 6.

8.8 AGM Attendance Requirements

8.8.1 Each Local Board shall have at least one registered voting delegate at the AGM.

8.8.2 A Local Board that is not represented for two consecutive years at the AGM, shall be deemed to be “not in good standing”. A list of those boards represented at the AGM shall be released in the Summer issue of “The Whistle”.

8.9 The President may call a Special General Meeting with 48 hours notice being forwarded to the last known President and Secretary for each local board depending on the importance of said meeting. Such notice shall be made using any of the following methods: email or telephone.

8.10 A minimum of forty-five days notice shall be given to the membership, for the holding of the AGM. The notice shall contain all motions, and nominations for Board of Director positions open to election. Such notice shall be published in ‘The Whistle”, and emailed to the last know addresses of all members.

**Article 9 – Amendments to Constitution and Procedures**

9.1 Constitutional amendments require an affirmation two-thirds majority of the eligible voters

9.2 Procedure amendments may be presented / brought to the floor at any General Meeting and require an affirmation of simple majority of the eligible voters.

9.3 The Constitution may be amended as a result of the votes cast at the AGM or by proxy.

9.4 Amendment Submission process is covered in Procedure 6.

9.5 Updated copies of the Constitution, duly amended and passed at the AGM, shall be posted on the Association’s web site and distributed to the Local Board Secretaries no later than 30 days following the AGM.

**Article 10. OABO Code of Conduct**

**10.1 Philosophical Statement**

a) The OABO is an Association of equals built on common interests and common objectives that is to provide officiating services, training of officials, evaluation and assignment of officials and coordination of officiating services with basketball organizations in Ontario. The OABO Code of Conduct reaffirms our common philosophy with the intent to influence the action and conduct of those who are associated with the development and/or delivery of OABO programs and activities.

b) It is incumbent on all OABO officers to educate representatives, including referees-in-chief, clinicians, evaluators, speakers, officials, and officials who are also coaches to adhere to the OABO Code of Conduct.

c) It is the responsibility of all OABO members and Local Boards to deal with incidents involving abuse or harassment of officials. Officials must report incidents of harassment and or abuse to the Local Board. Depending on the severity and nature of the actions, the official, Local Board and the OABO Board of Directors shall inform the proper authorities where acts of abuse have occurred. The Local Board must forward the officials’ reports to the OABO Secretary.

d) The OABO Secretary shall be informed of any complaints regarding Code of Conduct violations. If the OABO Secretary is a named party in the complaint the President shall be informed.

**10.2 Principles**

a) We as trainers, evaluators, clinicians, administrators, officials, and officials who also coach must:

i. work together to create an atmosphere of fairness, integrity and respect, free from bias and discrimination

ii. are expected to uphold the highest standard of ethical behavior and personal conduct at all times,

iii. be responsible for conducting themselves in such a way as to represent the OABO in the most favourable light at all times.

b) Everyone involved in OABO activities must support the principles of fairness, integrity and respect. Members are bound to exhibit and encourage behavior, which is consistent with the Association’s stated philosophies and principles.

c) The OABO is committed to providing a sport and work environment that is free of harassment and/or abuse. We believe that every member of our organization, and everyone with whom we deal with, has the right to be treated with respect and dignity.

d) The OABO is committed to providing an environment where members respect the personal dignity of others, are free from all forms of harassment, and are free to exercise their rights under the Human Rights Code, and the Canadian Charter of Rights.

d) We will not tolerate harassment or abuse within our organization.

e) It is the responsibility of all OABO members and Local Boards to deal with incidents of abuse or harassment either of, or by officials.

f) We will take all complaints of harassment and or abuse seriously, and will ensure that they are dealt with promptly, sensitively, and confidentially.

**10.3 Definitions**

**i) Harassment:** Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people, including the person or peoples’ level of empowerment relative to the harasser. The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognize as unwelcome and likely to cause the person to feel offended, humiliated, or intimidated.

**ii) Sexual Harassment:** A person is deemed to have sexually harassed another person (the person harassed) if

a. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed, or the person engages in unwelcome conduct of a sexual nature in relation to the person harassed

 b. in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated. “Conduct of a sexual nature” includes making a statement of a sexual nature to a person, or in the presence of a person.

**iii)** **Behaviour constituting harassment:** can take many different forms and may be explicit or implicit, physical, verbal, or non-verbal. Examples include, but are not limited to:

1. jokes or comments directed at a person’s body, looks, age, race, religion, sexual orientation, or disability;
2. abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
3. unwelcome remarks including teasing, name-calling, or insults;
4. innuendo or taunting;
5. homophobic comments and/or behaviours;
6. uninvited touching, kissing, embracing or messaging;
7. unwelcome staring, leering or ogling;
8. unwelcome smutty jokes and comments;
9. unwelcome persistent or intrusive questions about a person’s private life;
10. repeated invitations to go out, especially after prior refusal;
11. unwelcome sexual propositions;
12. the use of promise or threat to coerce someone into sexual activity;
13. sexual insults, taunts, or name-calling;

**iv)** **Abuse:** Abuse can be defined as, but not limited to any act of threat involving molestation, harassment, corporal punishment or any form of physical, sexual or mental abuse; the misuse of power or authority; treatment of an individual or persons in a harmful, injurious, and or offensive manner; speaking insultingly, harshly and /or unjustly to or about another person(s); or committing an act of sexual assault.

**v)** It should be noted that jokes and behaviour that are genuinely enjoyed and consented to by everyone present are **not** harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is **not** sexual harassment. However, it is important to recognize that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the behaviour. It is the responsibility of all members covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.

**10.4 Application**

i) The OABO has the authority to establish policies to govern its own affairs and to prescribe, monitor, and enforce the conduct of its members pursuant to such policies.

ii) This Code of Conduct identifies the standard of conduct, which is expected of all members of the OABO including all officers, referees-in-chief, clinicians, evaluators, speakers, and officials.

1. The Code of Conduct applies to all activities and functions of the OABO including competitions, camps, travel, accommodation, banquets and social activities associated with OABO events and events at which OABO members are participants.
2. Individuals who violate the Code of Conduct may be subject to disciplinary actions.

**10.5 Routine Enforcement**

i) All complaints related to the OABO Code of Conduct will be handled by the process outlined in Procedure 4.10

**Article 11 APPEALS**

11.1 An OABO member has the right to appeal any disciplinary action involving suspension by a Local Board To the OABO Board of Directors by submitting an Appeal in writing within 15 days from the date of the disciplinary action and is to be sent to the OABO Secretary.

11.2 Any person including an OABO member has the right to appeal any decision by the Professional Standards Committee to the OABO Board of Directors by submitting an Appeal in writing within 15 days from the date of the disciplinary action and is to be sent to the OABO Secretary.

11.3 Appeal hearing procedure will be followed as listed in procedure 4.13

11.4 Any IAABO member may appeal a decision by the OABO Board of Directors with respect to suspension or expulsion to the IAABO Executive as per the IAABO Constitution.

**Article 12 – Interpretation**

12.1 Interpretation of the OABO Constitution and Procedures when required shall be by majority vote of the Board of Directors.

12.2 Any Item not specifically covered by the OABO Constitution and Procedures shall be decided by a majority vote of the Board of Directors.

12.3 Conflict of Interest is a situation whereby a member of the Board of Directors or any other appointed officer of the OABO may benefit directly by participation in a particular decision that is being undertaken by any committee of the OABO. These decisions may be financial or personnel decisions that may benefit the decision-maker directly. The Board of Directors will then make a decision and rule on the situation as to the member's inclusion or exclusion on the item at hand.

**APPENDICES**

**Appendix 1 – Honourary/Life Members**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Bruce Blackburn | Jack Burnett \* | Stan Burns \* | Paul Carter | Guy Cipriani |
| (Toronto) | (Guelph) | (Niagara) | (Windsor) | (Hamilton) |
|  |  |  |  |  |
| Don Cline \* | Bruce Covert | Nadine Crowley | Stan Crowley | John Cullen \* |
| (London) | (Bay of Quinte)  | (Ottawa) | (Peel) | (Ottawa) |
|  |  |  |  |  |
| Dutch Decker \* | Ted Earley \* | Sandy Forand | Ron Foxcroft | Wilf Garrett \* |
| (London) | (London) | (Niagara) | (Hamilton) | (Niagara) |
|  |  |  |  |  |
| Min Hendrick \* | Dennis Herbert | Charles Ketter \* | Pat Laing | Vern MacDonald \* |
| (Niagara) | (York) | (Sudbury) | (Niagara) | (OBA) |
|  |  |  |  |  |
| Kitch MacPherson \* | Bill McAleer | Jaime McCaig | Mike McPhee | Paul Mitchell |
| (Hamilton) | (Barrie) | (Bay of Quinte) | (Guelph) | (Brantford) |
|  |  |  |  |  |
| Mike Mitruk \* | Ted Montgomery | Murray Mulligan | Roy Pethick \* | Markku Peuhkurinen |
| (Niagara) | (Toronto) | (Niagara) | (Toronto) | (Thunder Bay) |
|  |  |  |  |  |
| Ron Pleasance \* | Al Rae \* | Gene Schaaf |  |  |
| (Toronto) | (Ottawa) | (York) |  |  |

 |  |  |  |  |

Deceased \*

**PROCEDURE 1**

**Local Board Formation / Merge & Territorial Rights / Obligations**

**1.1 FORMATION**

1.1.1 a) The applicants shall 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 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 shall also include a commitment that the applying area shall 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 the 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 must include the area which shall merge into which current existing area. The applicant 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 shall make a recommendation on each application and final approval shall 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 shall 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 shall 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 shall not officiate a game in Ontario with another official who is not a member in good standing of the OABO. This Provision shall 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 shall 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.

**PROCEDURE 2**

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

**2.1. OABO MEMBERSHIP CLASSIFICATIONS**.

2.1.1 ACTIVE:

An Active Member is one, who has been an OABO member belonging to a Local Board as defined in Article 4 for more than one year, who continues to officiate, and who annually attains a mark of 70% or higher on a proctored exam which shall be the CBOC/CB-FIBA Exam or an equivalent FIBA Rules Exam that has been approved by the OABO Board of Directors. The member shall also have demonstrated competence in floor mechanics disseminated to the Local Boards by the Provincial Interpreter.

2.1.2 DUAL:

a) A Dual Member is an Active Member who may belong to two or more Local Boards as defined in Article 4 and meets the minimum criteria of membership as defined in Article 5.

b) It is the prerogative of each Local Board to determine if they shall allow Dual Members.

c) A Dual Member shall only pay the OABO and CBOC/CB portion of their fees through one board and that board shall be considered their Primary Board. No Local Board shall charge dual members OABO and CBOC/CB fee, and shall only charge the local Board fee which is charged to their normal Active Members.

2.1.3 PROVISIONAL:

a) A Provisional Member is one, who has been an OABO member belonging to a Local Board as defined in Article 4 for more than one year, who continues to officiate, and who has attained a mark of less than 70% on a proctored exam which shall be the CBOC/CB-FIBA Exam or an equivalent FIBA Rules Exam that has been approved by the Board of Directors. The member shall also have demonstrated competence in floor mechanics disseminated to the Local Boards by the Provincial Interpreter.

2.1.4 ASSOCIATE:

 a) An Associate Member shall be a member who is interested in officiating and does not wish to qualify under any other membership category. Members may only register in this category for one year. Members who have previously registered as OABO members shall not be eligible for membership in this category.

2.1.5 NON-OFFICATING:

a) A Non-Officiating Member is one who has previously registered as an OABO member but who no longer officiates games in any OABO Local Board but may officiate in a honorary role for special occasions approved by the OABO Board of Directors.

2.1.6 CB & OBA MEMBER:

a) All members of the OABO are members of CB and OBA.

2.1.7 IAABO MEMBER:

 a) An IAABO member of Board 102 or affiliated IAABO Board - is one who has passed the current shall be the CBOC-FIBA Exam or an equivalent FIBA Rules Exam that has been approved by the Board of Directors. The member shall also have demonstrated competence in floor mechanics disseminated to the Local Boards by the Provincial Interpreter. The member shall adhere to the Constitution and By-Laws of IAABO. The member shall be required to pay the current membership fees.

2.1.8 OABO HONOURARY/LIFE MEMBER:

a) Shall be granted to individuals who have made a significant contribution to basketball officiating as an Official or a supporter of Officials.

 b) This membership may be conferred by the OABO Board of Directors Executive and there shall be a maximum of one award per year.

c) An OABO member who is a recipient of the CB Ted Earley Memorial Award shall automatically become a Honorary/Life Member.

 d) Any member who has completed ten years of elected service on the OABO Board of Directors (formally the OABO Executive Committee) shall automatically be considered for this membership category and does not require Local Board nomination. The member may still sit on the OABO Board of Directors at the time of consideration.

 e) A list of Honorary/Life Members shall be included in Appendix 1. The member’s primary board shall be notified that no Provincial, CB or Basketball Ontario fee shall be assessed to a Honorary/Life Member and local Boards are encouraged to waive local fees. CB and Basketball Ontario fees normally charged to an Active member shall be paid by the Association.

f) A suitable memento, such as a plaque, shall be awarded to each Honorary/Life Member.

**2.2 TRANSFER OF MEMBERSHIP:**

2.2.1 The Secretary of the Local Board into whose jurisdiction an OABO official is transferring shall notify the Secretary of the local board from which the member is transferring and shall also notify the OABO Secretary of such a transfer.

2.2.2 Upon notification from the Local Board receiving the transfer the Local Board from which the member is transferring shall provide the receivingLocal Board with a statement of the status of the member.

2.2.3 A Local Board must accept a member who, because of a change in his legal residence, comes within the jurisdiction of such Local Board.

2.2.4 Such member shall have the same status of membership as he had at the time of transfer and shall be subject to the rules and regulations of the Local Board to which he transfers.

2.2.5 If at the time of his transfer, he has paid his membership fees to the Local Board from which he is transferring, he shall not be required to pay additional OABO membership fees for that year, however, he shall be subject to the same assessments which the new Local Board requires of its members.

**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) CBOC/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**

* + 1. NOCP Level One – Local Board Responsibility

Any member who meets the minimum criteria set out in 2.1.3 may be rated at NOCP Level 1. This rating shall be reviewed annually and recorded by the Local Board Secretary on the OABOadmin.ca data base by March 30 of that year. A Local Board may establish additional criteria.

2.4.2 Level Two – Local Board Responsibility

1. Any member who meets the minimum criteria set out 2.1.1 may be rated at NOCP Level 2. This rating shall be reviewed annually and recorded by the Local Board Secretary on the OABOadmin.ca database by March 30 of that year. A Local Board may establish additional criteria.

2.4.3 Level Three – Provincial Board Responsibility

1. A Local Board Member who has attained a NOCP Level Two rating; achieves 86% or more on the CBOC/CB proctored Exam; is evaluated as per section 2.2.3 iv.
2. Local Board Secretaries shall 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.
3. Any NOCP Level 2 official who receives a second season renewal of assignments from the OUA Panel(s) shall automatically be granted a NOCP Level 3 rating. It is the responsibility of that individual to ensure notification of such a renewal is forwarded to the OABO Secretary who shall update the OABOadmin.ca data base.
4. Upon approval from the OABO Board of Directors, a Local Member Board may have a Level 2 member evaluated by a Provincial or National Evaluator not from his Parent Board, on a three person officiated game such as OUA, OCCA, OSBA, Elite or Pre-Elite school or other game as approved by the OABO Executive, may qualify for a NOCP Level 3 rating. The Provincial Supervisor may designate the Evaluator with the Local Member Board being responsible for any attendant costs for that Evaluator. A copy of any evaluations resulting shall be shared with the individual member official(s) and copy(s) forwarded to the Membership Officer of OABO and the OABO Executive for consideration of a NOCP Level 3 rating. Upon approval the OABO Secretary shall update the OABOadmin.ca data base.

2.4.4 Level Four - National CBOC responsibility

1. An OABO member who has attained a NOCP Level Three rating; achieves 86% or more on the CBOC/CB proctored Exam; is evaluated by two National Evaluators, as successful, at a CB Three Person National Championship, or a provincial event that is approved by the CBOC Executive. When approval from CBOC is received the OABO Secretary shall 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 shall be determined on the number of officials to properly service the tournament. An official shall work a maximum of two (2) games in one day in the tournament unless extenuating circumstances arise.

3.1.2 The Provincial Supervisor shall 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 shall provide up to ¾ of the allotted number of officials.

3.1.3 The factors to be considered by the Board of Directors in selecting officials are as follows but not limited to:

1. Nominated officials must have achieved a minimum of NOCP Level 2 for OFSAA Championships, minimum of NOCP Level 3 for OCAA and OSBA Championships.
2. have completed all of the required Board exam(s) in that year with a passing mark Article 2.4.2 and or 2.4.3
3. 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
4. be available for all meetings and games of the event
5. fulfill any requirements of the event set by the Referee in Chief
6. wear the appropriate uniform including the event dress code.
7. Geographical location of the Local Board relative to the tournament location (an attempt to minimize transportation costs).

3.1.4 When a Board has received a request for nomination and is unable to fulfill the nomination based on the above criteria, that Board must immediately notify the Provincial Supervisor explaining the situation and may recommend a candidate with lesser qualifications. The Provincial Supervisor may:

i. chose to accept the nominee with lessor qualifications

ii. recognize that the right of the Local Board to fill the provincial assignments however, the OABO Board of Directors shall have the right to veto that assignment with reasons in writing. The Local Board which has had its assignment vetoed shall 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 shall accept the assignment of the Local Board, subject to the same conditions of any other appointment

iii. request specific officials as a result of records of evaluations that are compiled over the years. These individuals shall have proven their ability at a competition of lesser calibre than the tournament to which they are being invited

iv. offer the assignment to another Board or if necessary, the provincial Board of Directors may make at-large appointments to ensure a tournament is properly serviced.

3.1.5 Any 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 shall 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:

a) shall not come from Local Board(s) that is hosting the tournament.

b) shall not officiate in the tournament.

c) shall be provided with guidelines by the Provincial Supervisor regarding the administration of the tournament. It is expected that the R/C shall share these guidelines with all assistants.

d) shall 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 shall take precedence.

e) at the conclusion of the tournament, shall 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 is to be sent to the official, Provincial Supervisor and OABO Secretary within two weeks of the conclusion of the tournament.

f) shall keep all records of the assignments, which may be open to inspection by members of the Local Boards’ Executive whose members participated in that tournament.

g) shall complete a Tournament Summary Report which shall include any incidents that should be of concern and shall forward the report to the Provincial Supervisor with 48 hrs following the completion of the tournament.

h) shall complete a Tournament Expense Report for each Official along with himself and the Assistant(s) and shall forward the report to the Provincial Supervisor for approval within one week following the completion of the tournament. The Provincial Supervisor shall approve the report and shall send a copy to the Treasurer who shall 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) shall be used at all tournaments listed in 3.1 one assistant plus extra assistants as required based on number of sites being used.

b) If one assistant is required that assistant shall be appointed by the local board subject to approval by the Provincial Supervisor. If a host board nominee is not acceptable the Provincial Supervisor shall provide an explanation, in writing, to the Local Board.

c) If additional assistants are required the host board shall be given priority however, the Provincial Supervisor, in consultation with the Board of Directors, shall make the final determination in the assignment of these positions. If a host board nominee is not acceptable the Provincial Supervisor shall provide an explanation, in writing, to the Local Board.

d) shall 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 shall send a copy of the report to the Secretary of the official’s Local Board. He shall keep a copy of the report in the files of the OABO.

**3.4 Expenses**

3.4.1 The Referee-in-Chief shall be paid an honorarium, transportation, accommodation. The amounts shall be set by the Provincial Supervisor and it shall 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 shall also be paid. The Supervisor shall inform the Referee-in-Chief what the actual figures shall be within 4 weeks prior to the tournament.

3.4.2 The Assistant(s) shall be paid an honorarium, transportation, accommodation if applicable. The amounts shall be set by the Provincial Supervisor and it shall 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 shall also be paid. The Supervisor shall inform the Assistant(s) what the actual figures shall be within 4 weeks prior to the tournament.

 3.4.3 Tournament Organizing Committee: The tournament organizing committee shall 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 shall 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 Supervisor shall post asking for names of officials who wish to work at all National Championships excluding CIS Championships. This posting shall include the requirements of NOCP Levels set by the CBOC for applicants.

3.5.2 The factors to be considered by the Board of Directors in selecting officials are as follows:

1. 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 shall 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 shall submit names of nominations to the CBOC. The CBOC shall make the final selections to all national tournaments unless otherwise communicated.

3.6 The OABO Board of Directors may 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 Committee.

4.2 Any individual member or Local Board contravening the Constitution or Procedures is liable for disciplinary action.

4.3 The official OABO uniform shall be:

4.3.1 Black trousers, black basketball shoes, black socks, grey with black yoke/panel shirt or as determined by the OABO Board of Directors in consultation with the OABO Local Board Presidents.

4.3.2 The warm-up jacket shall be a black basketball jacket.

4.3.3 Local Boards may designate a shirt of their choice for local play only however all Article 16 Tournaments shall require the uniform in 14.3.1 to be worn.

4.3.4 Members working together must wear same shirts.

4.3.5 Panels or Panel Commissions shall set the uniform to be worn by panel officials.

4.4 Each Local Board shall 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 shall decide which shall be his Primary Board for the OABO fee payment. No inducements or pressure shall be offered by any Local Board to be declared the home board for any dual official(s).

4.5.1b The Board of Directors shall set annual membership fees, subject to the approval of the membership, for each category of membership at its Executive meeting immediately prior to the AGM. These fees shall 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 shall be for 10 members and the minimum fee shall be payable prior to the AGM and based upon the fee established the previous year.

4.5.2 Local Boards shall annually submit the following to the OABO Treasurer by October 31st:: OABO membership fees plus CBOC NOCP fee and OABO membership lists. Refer to Appendix 2 for benefits, which are dependent on up-to-date membership lists.

4.5.3 The OABO fee shall contain

i. a portion determined by the OABO Secretary as to effectively cover the operating expenses of the organization including Sports Insurance premium

ii. Ontario Basketball membership fee shall be determined tri-yearly in accordance with the OABO and OBA Memorandum of Understanding

iii. Canada Basketball and CBOC Membership

**4.7 CBOC/NOCP FEE**

4.7.1 CBOC/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 shall decide which shall be his Primary Board for CBOC/NOCP fee payment. No inducements or pressure shall be offered by any Local Board to be declared the home board for any dual official(s).

4.7.2 The CBOC shall set annual membership fees for each category NOCP Level. These fees shall be contained within the OABO Membership fee as defined in 4.5.3 and shall be announced to the membership by the CBOC.

**4.8 IAABO BOARD 102 MEMBERSHIP FEE**

4.8.1 The IAABO membership fee, for those members paying their fees to Provincial Board 102, shall be determined yearly by IAABO, expressed in American dollars subject to the exchange rate. At the AGM the Treasurer shall announce this fee, in American dollars and/or Canadian dollars. The Canadian dollar figure shall 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 shall notify the applicable local boards on that day.

4.8.2 IAABO fees, for Board 102, payable to the OABO, must be received annually by the Treasurer prior to April 15th.

4.8.3 The OABO Treasurer shall submit IAABO Board 102 fees to the IAABO Secretary by the deadline date set by IAABO

**4.9 PAYMENT OF FEES AND PREMIUMS**

4.9.1 Local Boards that fail to comply with the provisions 4.5, 4.6, 4.7 shall 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 mail out member copies of “The Whistle”,

 iii) The OABO being unable to update CB/CBOC 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.

**4.10 CODE OF CONDUCT / COMPLAINT / DISCIPLINE/ APPEAL PROCEDURE**

4.10.1 This section shall outline 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 shall be sent to the OABO Secretary who shall disseminate such complaints as prescribed in this Procedure.

4.10.2 Any official, local board, or the OABO itself gaining knowledge about actions which contravene the OABO Code of Conduct must initiate a Complaint Report.

4.10.3 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.

4.10.4a 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

4.10.4b The OABO Secretary receives a complaint regarding an OABO member.

* + 1. A complaint arises from a Panel assignment (eg. OUA, NBL, CEBL etc)

The Secretary shall 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 would also be copied and an investigation initiated.

* + 1. A complaint arises during an event where the Provincial Supervisor placed the official (eg. an OFSAA event or other Article 16 tournament)

The Secretary shall 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 would also be copied and an investigation initiated.

iii. A complaint arises from a service group where the official was assigned by a Local Board (eg. a high school game, Ontario College league games).

The OABO Secretary shall 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 would 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 shall 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 would 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(s), player(s), team member(s), administrator(s), or others associated with a team.

The Secretary shall 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 Article 16 tournament such as OFSAA, OBA or OCAA, then the OABO shall communicate the complaint to the client for resolution~~.~~

4.10.4c 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 shall 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.

4.10.5 The OABO Secretary receives a complaint regarding an OABO Member as detailed in 4.10.4a,b,c and is a reported violation of the OABO Code of Conduct. The following process shall be followed;

1. Only issues formally reported in the correct manner shall be considered for investigation.
2. Once a formal complaint has been received by the OABO Secretary it shall sent to the chair of the "OABO Professional Standards Committee" to begin the investigative process.
3. Issues pertaining to complaints about judgment and call selection concerns shall be forwarded by the Chair of the Professional Standards Committee or OABO Secretary to the local board to be investigated.
4. Notification of the complaint shall be provided to the member identified in the complaint by the Chair of the OABO Professional Standards Committee, within 48 hours of receiving the complaint.
5. The chair of the Professional Standards Committee shall construct an Investigative Panel from the pre-approved body of members that shall consist of the chair and 2 other members.
6. The Investigative Panel shall 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 shall schedule a hearing to resolve the complaint. The notice of the set date shall be sufficient in lead time to allow the identified member in the complaint sufficient time to prepare his/her defense.
7. Hearing procedures shall be followed as per section 4.12.

**4.11 OABO PROFESSIONAL STARNDARDS COMMITTEE (PSC)**

4.11.1 The PSC for OABO shall consist OABO members in good standing other than any member of the OABO Board of Directors.

4.11.2 This body shall 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.

4.11.3 A Chair of the Committee shall be selected by members of the appointed body.

4.11.4 This Committee shall follow the process outlined in 4.12

**4.12 HEARING PROCEDURE**

4.12.1 The most current edition of Robert's Rules of order shall be followed by the chair through the proceedings and the hearing procedure shall be as follows:

* + 1. The Chair of the Investigative Panel shall designate someone to take detailed minutes of the hearing. The Chair may use a recording device for the sake of accurate minutes.
		2. Hearing called to order by chair
		3. Introductions of participants
		4. Opening statements by the complainants
		5. Witness statements on behalf of the complainants
		6. Opening statements by the respondents
		7. Witness statements on behalf of the respondents
		8. Rebuttal witnesses for the complainants, followed by rebuttal witnesses for the respondents
		9. Closing arguments for each side with the complainant first followed by the respondents

4.12.2 The Investigative Panel shall 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.

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

i. Dismissal of all charges

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 OABO

4.12.4 The decision shall be formally communicated to all parties by the Chair of the Investigative Panel via written report of the decision within 7 days of the date of the hearing.

14.12.5 A copy of the report shall be sent to the OABO Secretary to archive.

**4.13 APPEAL PROCESS**

4.13.1 Should any person file an appeal, the imposed sanction would be paused until the appeal process is conducted.

4.13.2 An appeal shall 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 15 the following process shall be used:

4.13.2a Appellate Process:

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

4.13.2b The most current edition of Robert's Rules of order shall be followed by the chair through the proceedings and the hearing procedure shall be as follows:

1. The Chair of the Appeal Hearing shall designate someone to take detailed minutes of the hearing. The Chair may use a recording device for the sake of accurate minutes.
2. Hearing called to order by chair
3. Introductions of participants
4. Opening statements by the chair (or designate)
5. Opening statements by the person who requested the appeal (complainant)
6. Statements from witnesses for the complainant
7. Statement from the person/ party representative who issued original disciplinary action, (respondent) followed by witnesses for the respondents
8. Closing arguments for each side with the complainant first followed by the respondents

4.13.2d Panel Decisions:

i. The Panel shall 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 shall 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 shall communicate their decision with 7 days of the appeal hearing.

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 shall be final and binding upon all parties concerned.

v. A copy of the decision shall 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 re-election 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, Nominator’s Local Board; to the OABO Secretary no later than 65 days prior to the announced date of the AGM by e-mail. The OABO Secretary shall forward these names to the last known contacts of all the Local Boards by 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 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, Nominator’s Local Board; to the OABO Secretary, by 45 days prior to the announced date of the AGM. The OABO Secretary shall forward the names of all candidates to the last known contacts of all the Local Boards by 30 days prior to the announced date of the AGM by e-mail.

5.1.3 If there are no nominations declared within 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 shall be held with nominations from the floor.

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

5.3 The OBA Representative shall be appointed by the OBA.

**5.4 VACATED POSITION:**

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

5.4.2 If the position of Vice President, Secretary, Treasurer, Interpreter, or Provincial Supervisor or Regional Representative(s) becomes vacant during their term of office; the Board of Directors shall 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 shall 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** shall:

a. be 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 shall surrender the chair to that facilitator for the duration of the meeting. Such a facilitator shall not be a registered voting delegate.

c. 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. be empowered to the set up an Appeals Committee of three as per 4.13.2a iv, v.

5.5.2 The **VICE PRESIDENT** shall:

a. assume the duties of the President in his absence or disqualification.

b. sit on the OBA Fair Play Disciplinary Panel or shall appoint another Board of Director to assume this role if he/she is in a conflict of interest.

c. chair the Constitution Committee.

5.5.3 The **SECRETARY** shall:

a. keep a record of all meetings and handle all records, including records of membership and correspondence.

b. publish 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 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. OABO shall cover costs of attending this meeting ie 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 shall 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 shall be responsible for co-ordinating all items required for publication and distribution.

5.5.4 The **INTERPRETER** shall:

a. attend the CBOC 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. shall provide the results of the CBOC on-line exam to the appropriate Local Board Secretaries

5.5.5 The **PROVINCIAL SUPERVISOR** shall:

a. attend the CBOC Trainer meetings

b. represent Ontario any General Meeting that the CBOC may hold; directing communications between the OABO Board of Directors Executive and the CABO Executive and National Council, and with the general membership through the Local Boards to explain the benefits of CABO 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 shall provide a quote to clients prior to proceeding and shall 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** shall:

a. keep a record of the OABO roster and handle all records, including records of membership and correspondence.

b. carry out all duties as required as Treasurer of IAABO Board 102 including publication of membership information to IAABO.

c. keep an accurate account of all monies received and disbursed by him 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** shall:

a. shall 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 members shall deliver to the Secretary all monies, records, books, papers and other property belonging to the OABO, to be delivered to successors. Where that officer may be the Secretary, he shall deliver all such materials to the President for distribution

5.6.2 Should an officer 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 HONOURARIUM**

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

5.7.2 Distribution amounts to be determined by the Board of Directors of that given year,

**5.8 EXPENSES**

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 shall be entitled to one vote.

6.1.2 A voting member is a member of a Local Board in good standing. To be in good standing a member must comply with the provisions listed in Article 5.1.2 of the Constitution.

6.1.3 The representative of OBA shall be entitled to one vote.

 6.2 General Voting

6.2.1 There can be no Constitutional Amendment motions made during the AGM. All such amendments must be submitted to the OABO Secretary noting the Mover, his Local Board, the Seconder, his 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 as in 13.5.a shall be forwarded to the Chair of the Constitution Committee no later than 5 days following the determined date of 6.2.1. The Chair of the Constitutional Committee shall cause a recommendation, through the Committee, to be developed as to the disposition 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 no later than 30 days prior to the announced date of the AGM via e-mail. In addition, the Secretary shall 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 in consultation shall 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, shall pass with 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 shall be considered to be a vote not cast.

 6.3 - Electronic Voting Procedure Outside the AGM.

6.3.1 From time to time the executive 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 shall be utilized.

6.2.1a All business requiring a vote shall be presented as a proper motion. The motion is presented to all of the members to call for a mover and seconder. This messaging shall 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 8.2.1a 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 shall include the fact that there is a call for discussion. All discussion shall be via Reply All. By implementing the "To" or the "CC", any input via a "Reply All" shall go to all members as if they were present in a room. There shall be a five (5) day limit on this discussion portion of the process. The time line shall 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 shall be re-sent using the method in 12.12.2. and the vote shall be called. There shall be a three (3) day time window for voting. The time limit for the vote shall 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 was occurring with all members present in a room).

6.3.1d Voting shall be by Reply All and shall go to the Secretary unless a ballot is called for. If voting by ballot, two (2) individuals shall be chosen as scrutinizers by the Executive (as is done with any paper vote by ballot) and all votes shall go to these two (2) persons only for counting. In this case, votes shall be sent directly to these two (2) persons and Reply All shall not be used.

6.3.1e Results shall be reported as votes for and votes against and abstentions if by Reply All and only as Passed or Falls if by Ballot.

6.3.1f All electronic ballot voting shall 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 appendix 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:

1. Local Boards responsible for the areas in which panel games are played,
2. The league or athletic sanctioning body,
3. The Supervisor and officials comprising the panel,
4. 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 shall 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 shall arrange a meeting of the following groups to determine the agreeability and general terms and conditions:

* 1. Local Board representatives,
	2. League or athletic body representatives.
	3. OABO Executive representatives.
	4. Examples of this activity are:
1. Supervisor selection,
2. Schedule evaluation/panel size decision
3. Selection of officials,
4. Detailed terms and conditions.

7.6 All panels shall be formed by contract between the OABO and our clients wishing to operate in this manner. Each contract shall outline all aspects of the structure and operation of such panel for things such as:

1. Oversight Committee or Commission – Selection, responsibilities
2. Supervisor – Selection, duties and review
3. Officials – Selection, responsibilities and review
4. 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 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 Executive and their responsible counter-part.

**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 U12 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 |