



**AABO INC.**

**728 Main Street, Woodstock, NB, E7M 2E7**

**AGM**

**Nov 1, 2020**

**Microsoft Teams – Online Meeting**

Adam Humphrey - Meeting Called to order at 11:00 AM.

37 Voters registered – List attached

Adam presented the agenda.

**M Bruce Hendry/Brent Smith we accepted the agenda as presented. Carried**

2019Minutes presented

**M Bruce Hendry/Ralph Johnson the minutes be accepted as presented. Carried**

**Reports**

President - Written & Oral

Vice President - Written & Oral

Interpreter/Evaluator - Written & Oral

Secretary/Treasurer - Written and Oral Showing a surplus of 2019-20 of \$ 3,306.21. The 2019/20 budget, which included a decrease in membership dues for returning members to \$ 40, was presented with an expected deficit of \$ 2,700.00. The suggested decrease in annual dues is due to the uncertainty of the coming season, whether we get on the court or not! We still are required to forward \$ 35/member to CBOC for membership and we built in an additional \$ 5 to help offset insurance costs when we have to put the policies in place. These considerations are the prime factor in the deficit budget presented.

**M Peter DeMerchant/Scott Wood we accept the Financial Report and 2020/21 Budget. Carried.**

**Zone Reports**

Zone 1 – Oral & Written

Zone 2 - Oral & Written

Zone 3 – Oral & Written – Question raised around the tracking of TF's and UF's. It was agreed that our responsibility was to ensure they are recorded properly on the games sheets. Tracking beyond that is the purview of the schools and NBIAA.

Zone 4 - Oral & Written

Zone 5 - Oral & Written

Zone 6 - Oral



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**M Frazer Bykowski/JP Richard we accept the Executive and Zone reports as presented. Carried.**

**Correspondence** - None

**Old Business**

In his VP report, Danny reported the results from the fitness test conducted at last year's AGM at St. Malachy's High School. He indicated it would give us a base line for future testing, once we return to the court and have the opportunity to conduct the tests.

Adam reported on the CABO/CBOC merger, which was completed at the end of April. CBOC have established a number of sub-groups to work on such items as development & educations; membership & registration; recruitment/retention and risk management as an example. They have arrived at a new jacket to be purchases from Lulu Lemon. Test will be written on line between Nov 16 and Dec 16 through the GamePlan platform. GamePlan also has a number of other useful tools for official's development. Webinars regarding new rules will be released on the platform as well.

**New Business**

**M Peter DeMerchant/Scott Wood the amendments to the NBAABO constitution as circulated in the meeting notice and shown at the end of this document be accepted as presented. Carried**

**M Adam Humphrey/Peter DeMerchant the amendments to the NBAABO operating procedures as circulated in the meeting notice and shown at the end of this document be accepted as presented. Carried**

Adam reported on the Return to Play protocol. NBIAA are still in limbo and do not have approval from the EECD (Education and Early Childhood Development) and the Public Health Department. BNB is approaching the Public Health group on Nov 3, seeking permission to move to Phase 5, which would involve the playing of games. Problem is the schools will still not allow third party users into their facilities so unless there are non-school gyms available, they will struggle for playing space. Once return to play has been approved by one or both of our major partners, there will be rule modifications to be put in place to accommodate that. These have not yet been finalized but could include, no opening jump ball, no line-up on free throws and fewer whistles to be blown (ie. No whistle on a frontcourt inbound play, no whistles for substitutions, etc.). Once the return to play has been authorized and the rule modifications agreed upon, they will be circulated to the zone reps and by email to the general membership

**Nominating Committee Report** - Scott indicated he had requested nominations for Secretary/Treasurer and Interpreter. Peter DeMerchant re-offered for the position of Secretary/Treasurer and as there were no further nominations submitted, it was the recommendation of the Nominating Committee that Peter be declared



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elected by acclamation. For the position of Interpreter, there were two nominations received, Spencer Jeffrey of Zone # 4 and Jeff Smith from Zone # 5. An election was held and as a result of the election, Jeff Smith was elected as the Interpreter for the 2020-2022 term.

There were a number of tributes to retiring Executive member Seward Neilsen after an illustrious 39 year career on the NBAABO Executive. All agreed his wisdom and guidance would be missed and all in attendance wished Seward all of the best.

Motion Scott Wood to adjourn and the meeting adjourned at 12:25 PM

**Registered Voters**

Member	Zone	Member	Zone	Member	Zone
<b>Dirk Bishop</b>	<b>1</b>	<b>Peter DeMerchant</b>	<b>1</b>	<b>Bruce Hendry</b>	<b>1</b>
<b>Ian Thomas</b>	<b>1</b>	<b>Vern Thomas</b>	<b>1</b>	<b>John Vail</b>	<b>1</b>
<b>Al Barrieault</b>	<b>2</b>	<b>Olivia Blizzard</b>	<b>2</b>	<b>Adam Humphrey</b>	<b>2</b>
<b>Todd Messer</b>	<b>2</b>	<b>Mike Murray</b>	<b>2</b>	<b>Matt Tweedie</b>	<b>2</b>
<b>Kyle Woodworth</b>	<b>2</b>	<b>Jeff McGinley</b>	<b>3</b>	<b>Don Walker</b>	<b>3</b>
<b>Spencer Jeffrey</b>	<b>4</b>	<b>Ralph Johnson</b>	<b>4</b>	<b>Jeff MacDonald</b>	<b>4</b>
<b>Ryan Maxwell</b>	<b>4</b>	<b>Dave McGrattan</b>	<b>4</b>	<b>Tom McGrattan</b>	<b>4</b>
<b>Clayton Mitchell</b>	<b>4</b>	<b>Ryan Murphy</b>	<b>4</b>	<b>Seward Neilsen</b>	<b>4</b>
<b>Danny Patterson</b>	<b>4</b>	<b>Jeremy Salgado</b>	<b>4</b>	<b>Bill Agnew</b>	<b>5</b>
<b>Scott Brown</b>	<b>5</b>	<b>Frazer Bykowski</b>	<b>5</b>	<b>Mike Redpath</b>	<b>5</b>
<b>JP Richard</b>	<b>5</b>	<b>Brent Smith</b>	<b>5</b>	<b>Jeff Smith</b>	<b>5</b>
<b>Scott Wood</b>	<b>5</b>	<b>Pat Cameron</b>	<b>6</b>	<b>Guilman Roy</b>	<b>6</b>
<b>Carolyn Peppin</b>	<b>BNB</b>	<b>Total in Attendance</b>	<b>37</b>		

**NOTICES OF MOTION**

The following motion presented by Peter DeMerchant and seconded by Scott Wood will be considered:  
 Move to amend the NBAABO constitution as follows:

Amendments are in RED

**NBAABO Constitution**



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### **Article 1 - Name**

The name of the organization is the Association of Approved Basketball Officials Incorporated (AABO Inc.). The organization may informally be known as the New Brunswick Association of Approved Basketball Officials (NBAABO).

### **Article 2 - Head Office**

The head office of the AABO Inc. is the place of residence of the Secretary-Treasurer.

### **Article 3 - Fiscal Year**

The fiscal year of the AABO Inc. shall be September 1 to August 31.

### **Article 4 – Objectives**

The objectives of this organization are:

1. To promote a high standard of basketball officiating in the province.
2. To help develop, among officials and others, a thorough understanding of the rules.
3. To encourage officials to enforce all the rules of the game, both in letter and spirit.
4. To provide qualified officials, when requested by teams, leagues and tournament organizers.
5. To maintain a roster of qualified officials to meet the expected demand for their services.
6. To recruit, train and qualify new members.
7. To work closely with other provincial and national organizations for the good of sport in general and basketball in particular.

### **Article 5 - Board of Directors/Executive**

1. A Board of Directors governs the AABO Inc. The Board is comprised of the immediate Past President, President, Vice President, Interpreter, Secretary-Treasurer, and all Regional Representatives.
2. The Executive Committee of the association shall be the immediate Past President, the President, Vice President, Secretary-Treasurer, and the Interpreter.

### **Article 6 - Honorary Officers and Members**



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1. In addition to the officers listed heretofore, the AABO may, from time to time, elect a President Emeritus, who shall hold office for life, and any number of Honorary Life members.
2. A nominee for President Emeritus or Honorary Life member shall be proposed by the Executive Committee and shall be voted on at the next Annual General Meeting. In considering a nominee for the position of Honorary Life member, the Executive Committee is to be guided by the principles that the honour is intended to recognize outstanding and long-standing contributions, within New Brunswick, to the AABO, its members and basketball. Nominees considered for President Emeritus shall have made significantly higher contributions than those considered for Honorary Life Member.
3. In order to be elected President Emeritus or an Honorary Life member, an individual must receive a simple majority from those in attendance and eligible to vote at the Annual General Meeting.

### **Article 7 - Duties of Board Members and Executive**

1. The President is the Chief Executive Officer of this association. The President shall act as Chair at all meetings, be responsible for the affairs of the association and, with the assistance of the Board, execute and administer the policies established by the members and carry out all other duties normally associated with this position. The President or the President's designate from the Executive Committee shall represent the AABO at CBOC meetings where provincial representation is requested. The President has the authority to act on any matter not specifically covered by the Constitution or Operational Procedures. The President shall report all such matters, in writing, to the Executive Committee.
2. The Vice President will, in the absence of the President, perform the duties of that office, will chair the Fees and Expenses Committee, and, in the absence of another appointee from the Executive Committee, will be the AABO liaison with the NBIAA.
3. The immediate Past President will chair the Nominating Committee, and, in the absence of another appointee from the Executive Committee, will be the AABO liaison with BNB.
4. The Secretary-Treasurer is the corporate secretary and the Chief Financial Officer of the AABO. The Secretary-Treasurer is responsible for all written and financial records of the AABO. The Secretary-Treasurer is responsible for all monies of the AABO, preparing an annual financial statement, chairing the Audit and Budget Committee, keeping up-to-date record of names and addresses of all AABO members, recording and distributing the minutes of all meetings, and performing other duties assigned by the President.
5. The Interpreter shall chair the Education and Interpretations Committee and is responsible for ensuring that all duties assigned to the Committee are carried out. The Interpreter is the AABO representative to CBOC in respect to interpretations.
6. Each Regional Representative is responsible for carrying out the work of the AABO in a specified region, representing the views of members, chairing regional meetings, and having general responsibility for recruiting, clinics and training programs, interpretations, and administration.
7. The Board of Directors shall have the authority to modify the Operational Procedures of the AABO, in exceptional circumstances. Any such modification is valid only until the next Annual General Meeting of the AABO.



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### **Article 8 - Elections**

#### 1. Executive:

1. The President, Vice President, Interpreter and Secretary-Treasurer shall be elected for a term of two years
2. The election of officers shall be at the Annual General Meeting of the association with:
  1. The President and Vice President being elected in odd-numbered years;
  2. The Secretary/Treasurer and Interpreter being elected in even-numbered years.
3. Term Limits:
  1. While there shall be no maximum on the total number of terms elected, no person shall be elected as President in more than two consecutive elections.
  2. There are no term limits for the positions of Vice President, Interpreter, or Secretary-Treasurer.
4.
  - i. Active members who are in good standing and have paid their membership dues and all assigning fees are eligible to stand for election for an Executive Committee position.
  - ii. The President shall not also hold a Regional Representative position.
5. Should a member of the Executive wish to have their name stand for election for an alternate position, they must step down from their current position, effective the next Annual General Meeting.
6. All candidates for Executive Committee positions must be made known to the Nominating Committee at least 16 days prior to the date of the Annual General Meeting of each election year. This information is to be transmitted to the Secretary-Treasurer for notification to be provided to all members at least 15 days prior to the Annual General Meeting. Nominations for Executive Committee positions will not be accepted from the floor at the Annual General Meeting.
7. To be elected, a candidate must secure a majority of the votes cast (50% + 1).
8. If an elected position becomes vacant, the Executive Committee shall be empowered to fill it on an interim basis until the next Annual General Meeting when either
  1. an election will be held to fill the position for the remainder of the term or
  2. the next regularly scheduled elections will take place.

#### 2. Regional Representatives and Assignors

1. Each Regional Representative and Assignor shall be elected annually at a Regional General Meeting.
2. Members resident in the region, who are in good standing and have paid their memberships dues and all assigning fees, shall be entitled to vote and stand for election as either Regional Representative or Assignor.
3. To be elected, a candidate must secure a majority of the votes cast (50% + 1).
4. There shall be separate elections for each position; however, one person may fill both positions.
5. If a Regional Representative or Assignor position becomes vacant, a replacement shall be elected at a Regional General Meeting to be convened as soon as possible after the vacancy



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occurs. The elected replacement official shall hold office until the next regularly scheduled elections.

### **Article 9 - Standing Committees**

1. The standing committees of this association shall be:

1. Executive
2. Board of Directors
3. Education and Interpretations
4. Evaluations and Assignments
5. University Board
6. Collegiate Board
7. Honours and Awards
8. Nominating
9. Game Fees and Expenses
10. Audit and Budget
11. Discipline

2. With the exception of the Executive, Board of Directors, and the Discipline committees, the Chair and members of each committee shall be appointed annually by the Executive. The term of each committee chair and members will terminate with each annual election. The Executive, on an as required basis, will appoint the Chair and members of the Discipline Committee.

3. Duties of the standing committees:

1. The Executive Committee is responsible for the day to day governance of the AABO. The executive is empowered to approve non-budgeted expenditures during the course of the year, but must report on these expenditures to the Board and the next Annual General Meeting.
2. The Board of Directors is responsible for the overall governance of the AABO and for oversight authority of the Executive Committee.
3. The Education and Interpretations Committee oversees rules and interpretation clinics within each region. Chaired by the Interpreter, they work with CBOC and other officials' organizations in holding inter-provincial clinics, provide common rule interpretations and mechanics, and train regional clinicians.
4. The Evaluations and Assignments Committee establishes rating and upgrading procedures, conducts evaluations, makes recommendations regarding non-regional assignments (with the exception of University-level or Collegiate-level tournament assignments), establishes on-going evaluation procedures, ensures the training of a sufficient number of evaluators, and is responsible for the inter-regional exchanges.

The Evaluations and Assignments Committee shall:

1. be comprised of at least one member of the Executive Committee
2. be comprised of at least three members in total, representing at least three different Regions



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3. with the exception of NBIAA Sectionals, be ineligible for any assignments within the tournament(s) under consideration.
5. The University Board Committee is responsible for appointing officials to the University Board and regional/national University-level tournaments, making assignments at the University level, and evaluating those officials on the University Board or who wish to be considered for the University Board.
6. The Collegiate Board Committee is responsible for appointing officials to the College Board and regional/national Collegiate-level tournaments, making assignments at the Collegiate level, and evaluating those officials on the College Board or who wish to be considered for the College Board.
7. The Honors and Awards Committee recommends to the Executive Committee any persons to be honored by AABO. It recommends for recognition to the AABO, BNB, and CBOC those who have demonstrated a long-term dedication to basketball and have brought distinction to the AABO and basketball in general. The committee is responsible for the AABO service awards
8. The Nominating Committee, chaired by the immediate Past President, recommends to the Annual General Meeting the names of persons to be considered for election to the Executive Committee. Should the immediate Past-President not be a member in good standing of the AABO, or be unavailable to chair, the Nominating Committee shall be chaired by any member in good standing of the AABO, who is not a current Executive Committee member nor plans to have their name stand for election for an Executive Committee position, as appointed by the President.
9. The Game Fees and Expenses Committee, chaired by the Vice President, recommends to the Board of Directors, changes to the game fees and expenses to be charged.
10. The Audit and Budget Committee, chaired by the Secretary/Treasurer, in conjunction with the Executive Committee, prepares and submits the annual budget for the AABO, and conducts an internal review of the previous year's financial transactions.
11. The Discipline Committee hears matters relating to alleged violations of the Constitution or the Operating Procedures by a member.

### **Article 10 - Membership / Voting**

#### 1. Membership

1. There shall be three classes of membership in this association - Active, Provisional, and Honorary Life.
2. An Active member is one who is actively engaged in officiating or is qualified to do so. A Provisional member is one who has passed the written test, but has not yet completed a floor test. An Honorary Life member may or may not be active in officiating.
3. Non-payment of membership dues or assigning fees will result in automatic termination of membership in the AABO.

#### 2. Voting





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1. Only Active members, who are in good standing and have paid their membership dues and all assigning fees, or Honorary Life Members who are active in officiating and in good standing, are entitled to vote at meetings of the AABO.
2. Meeting Chairs shall only be permitted a vote in cases where:
  1. vote is by secret ballot
  2. the Chair's vote would affect the result

### **Article 11 - Game Fees and Expenses**

Game fees and expenses to be charged by members of the AABO shall be set at an Annual General Meeting or Special Meeting called for that purpose. A meeting shall accept or reject a report of the Game Fees and Expenses Committee, which has been approved by the Board of Directors.

### **Article 12 - Meetings**

1. The Annual General Meeting of the AABO shall be held on a date set by the Executive Committee with every effort given to hold the meeting on a Saturday or Sunday between September 15 and November 1. Should there be no satisfactory date in that timeframe, the Executive Committee is empowered to find the next best date.
2. A Notice of Meeting for the Annual General Meeting or for any Special Meeting shall be sent to the members at least 30 days prior to the meeting date.
3. The AABO Board of Directors shall meet at least twice annually. It is the responsibility of Board members to attend these meetings.
4. Board or special meetings may be called at any time by the President or by a majority of the Board of Directors.
5. Executive Committee meetings shall be held as required at the call of the President or a majority of the Executive Committee.
6. Executive Committee and Board of Director meetings may be held in person or via conference-call.
7. Annual budget including membership dues, and Financial Statements shall be approved by the members at an Annual General Meeting, or special meeting held for that purpose, by a majority of the votes cast (50% + 1)

### **Article 13 - Regions**

1. Each Region shall be responsible for electing a Regional Representative and an Assignor.
2. For purposes of the AABO, the province is divided into the following six regions:
  1. Zone 1: Northwest  
Includes all communities in the counties of Madawaska, Victoria, and Carleton, and extends to the south into York County to include the village of Canterbury and town of Nackawic.



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2. Zone 2: Central  
Includes all communities in York County east of Nackawic and McAdam, all communities in Sunbury County, those communities in Queens County located north of the Washademoak Lake, and extends into Northumberland County to include communities up to Doaktown.
3. Zone 3: Southwest  
Includes all communities in Charlotte County, and extends to the north into York County to include the village of McAdam.
4. Zone 4: South  
Includes all communities in the counties of St. John and Kings, and those communities in Queens County located south of the Washademoak Lake.
5. Zone 5: Southeast  
Includes all communities in the counties of Albert, Westmorland, and Kent.
6. Zone 6: Northeast  
Includes all communities in the counties of Restigouche and Gloucester, and all communities in Northumberland County north of Doaktown.

### **Article 14 - Quorum**

1. For Executive meetings, three members in good standing constitute a quorum.
2. For Board meetings, six members in good standing constitute a quorum.
3. For Annual or special general meetings, ten members in good standing constitute a quorum.

### **Article 15 - Emblem**

The Board of Directors may, from time to time, adopt any mark, design, device or symbol, or emblem for use of the AABO.

### **Article 16 - Discipline**

1. Any member, who violates the provisions of this Constitution, Operating Procedures, or who commits an act contrary to the good of basketball or AABO, may face disciplinary action. This disciplinary action may include written reprimand, loss of assignments, suspension, and/or removal from any elected position(s).
2. Any complaint about an official must be in writing and filed with the appropriate Regional Representative.
3. Action will only be taken by the AABO on written and signed documents.
4. In matters involving unethical behavior by officials,
  1. It is the responsibility of the Regional Representative (or Assignor in the event the complaint involves the Regional Representative) to make a preliminary investigation and determine if further action is required.



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2. The Regional Representative (or Assignor as the case may be) shall keep the President advised of all developments by copies of all correspondence.
3. If disciplinary action is felt to be necessary, the Regional Representative (or Assignor as the case may be) shall, without issuing a disciplinary decision, refer the matter to the Executive Committee for review.
5. If discipline is deemed to be necessary, the Executive Committee shall appoint a Discipline Committee.
  1. Once the decision to appoint a Discipline Committee is undertaken, the member shall not receive any officiating assignments until such time that the Committee's decision has been rendered.
  2. The member shall be notified, in writing, by the Executive Committee of the alleged violation.
  3. The Discipline Committee shall comprise one nominee of the Executive Committee, one nominee of the member, and an independent Chair chosen by the two nominees.
  4. The decision of the Discipline Committee must be rendered within seven days of the decision to appoint a Committee.
  5. The member shall be given an opportunity to present a defense before the Discipline Committee.
6. Should the member wish to appeal the decision of the Discipline Committee,
  1. The member shall notify the Executive Committee within two days of the Discipline Committee's decision being rendered.
  2. The appeal shall be handled by the Board of Directors, whose decision shall be final. Should any member of the Board of Directors
    1. have served on the Discipline Committee, or
    2. be the individual against whom the original complaint has been lodged, they shall not be involved in the hearing or deciding of the appeal process.
  3. Both the member and the Discipline Committee shall present written reports to the Board of Directors within five days of the notice of appeal.
  4. The Board of Directors shall render their decision within three days of all documents being received.

### **Article 17 - Rules of Order**

Robert's Rules of Order shall apply to resolve disputes at all meetings.

### **Article 18 - Affiliations**

The AABO Inc. is affiliated with the Canadian Basketball Official's Commission (CBOC), Basketball New Brunswick (BNB), and New Brunswick Interscholastic Athletic Association (NBIAA). It works co-operatively with those organizations in accordance with mutually agreed to terms and conditions. These agreements are subject to review by the Executive Committee from time to time.



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### **Article 19 - Amendments**

1. This Constitution may be amended by a two-thirds majority vote of those members, in good standing, present at an Annual General Meeting, or special meeting held for that purpose, provided that at least 30 days notice of the meeting has been given to the members.
2. A Notice of Motion to amend the Constitution shall be sent to the Secretary-Treasurer, in writing or electronically, at least 30 days prior to the Annual General Meeting or special meeting held for that purpose. The Secretary-Treasurer shall send copies of the Notice to the members at least fifteen (15) days prior to the Annual General Meeting or special meeting.

### **NBAABO Constitution**

#### **Section 1 - Working Conditions**

1. No official shall be scheduled to work a game alone.
2. No official shall work a game, assigned under the aegis of the AABO, with a non-member.
3. Where a regional assigning system is established, no official may officiate a game that has not been assigned by the Assigning Officer, or their designate.

#### **Section 2 - Dress**

1. All association members are required to wear the approved dress of the AABO. The current approved dress is as follows:
  1. i. a black and white striped shirt with a v-neck, or
    1. at the University and Collegiate levels, a solid grey shirt with black sleeves
  2. black trousers
  3. black shoes
  4. black socks
  5. black whistle with a black smitty or black neck lanyard.
2. Officials may choose to wear a black warm-up jacket as follows
  1. a CBOC-approved jacket
  2. the CABO-approved jacket with the half-moon basketball logo
3. During the "summer" season, black shorts may be worn instead of trousers.
4. An officiating crew shall be dressed alike for all games.

#### **Section 3 - Code of Conduct**



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It is the responsibility of an official to:

1. maintain the highest standards of honesty and integrity;
2. make decisions without deference to team, score, spectators or home facility;
3. maintain consistency while interpreting and enforcing the rules of basketball;
4. exhibit concern for player welfare by correcting situations which involve actions detrimental to the welfare of all participants;
5. maintain a friendly and communicative attitude toward players, coaches and spectators on and off the court;
6. maintain a sense of composure at all times;
7. always wear the proper uniform and be neatly and appropriately attired on and off the court;
8. consistently strive to improve one's own ability through regular attendance at rules clinics;
9. honor all obligations and commitments;
10. be fully prepared both physically and mentally for each game;
11. promote and support the sport at all times;
12. treat other officials with professional dignity and courtesy and refrain from criticizing other officials;
13. refrain from the use of alcohol and misuse of drugs, on the day of the game (prior to the game);
14. avoid inappropriate physical contact with players, coaches or spectators;
15. be in facilities only for purposes of officiating a game or other legitimate activity;
16. report any unethical behavior by a member to a member of the Board of Directors.

### **Section 4 - New Members**

1. Any person who is not a current CBOC member may become a member of the AABO by completing each of the following:
  1. filing an application with the Secretary-Treasurer;
  2. paying an application fee
  3. for those aged 18 years or older, providing a Criminal Background Check
  4. passing the written examination
  5. paying the applicable New Member Fee, as set by the Board of Directors.
2. The New Member Fee is applicable for the first year of officiating only, which is deemed to be the year in which a candidate has successfully passed the written examination and the practical examination.
  1. Provisional members are eligible to pay the New Member Fee as they have not yet passed the written examination.
3. Current CBOC members transferring into New Brunswick shall be required to file an application with the Secretary-Treasurer, pay an application fee, provide a Criminal Background Check, and pay the Annual Membership Fees, as per a membership renewal.
4. Applicants who have not been members for a period of more than 2 years shall pay the New Member Fee. If the applicant has been a CBOC member at some point in the last 2 years, they shall pay the Annual Membership Fee, as per a membership renewal.

### **Section 5 - Membership Renewals**



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1. Members shall pay annual membership dues. This shall include all officials with a certification level of
  1. Prospect
  2. Levels 1 to 5
2. Members are not eligible for assignments until the annual dues are paid.
3. Membership dues must be received by the Secretary-Treasurer on or before November 30 of each year.
4. Membership and registration is for a period of one year, from December 1 to November 30, and is renewable annually.

### **Section 6 - Written Examinations**

1. All qualified and prospective officials in New Brunswick are expected to write the CBOC exam annually. The exam shall be written on or by a date, as established by the Executive Committee.
2. The pass mark for the exam, as established by CBOC, shall be as follows:
  - Prospect/Level 1 – 70 %
  - Level 2 – 80 %
  - Level 3 – 86 %
  - Level 4 – 86 %
  - Level 5 – As established by FIBA
3. Failure to achieve the required pass mark in two consecutive exam periods will result in a reduction in certification to the appropriate Level based on the mark actually achieved.
1. Failure of an official to achieve the Level 1 pass mark in two consecutive exam periods shall result in possible forfeiture of active membership.

They may, at the Regional Representative's and Assigning Officer's discretion, be granted a "Provisional" status for a maximum of one year.

  1. The "provisional" status should only be granted in cases where
    1. the individual has successfully officiated for an extended period of time; and
    2. there is a need for officials within the Zone
  2. Provisional officials are not eligible to officiate at the high school level
  3. Should an individual fail to attain the Level 1 pass mark on the written exam that begins the following year (ie the third season), the individual shall not be eligible to officiate at any level for a period of one year.

### **Section 7 - Floor Tests**

1. Based on marks attained on the annual written exam(s) and/or floor tests, all officials shall be rated as Prospect, Level 1, Level 2, Level 3, Level 4 or Level 5.

In order for a prospective official to become eligible for a floor test, a mark equivalent to or above the Level 1 pass mark must be attained on the written examination. Should a prospective official achieve an



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exam mark of less than the Level 1 pass mark, they may, at the regional representative's and assigning officer's discretion, be granted a "Provisional" certification.

1. Provisional officials are to be assigned to games of an appropriate level for officiating developmental purposes;
  2. Membership application for the following year shall be treated as a new member application;
  3. An individual is permitted to hold a Provisional certification for a maximum of 2 consecutive years;
  4. Should an individual fail to attain the Level 1 pass mark on either the written exam or the local region's floor test that begins the third year, then the person shall not be eligible to officiate at any level for a period of one year.
2. Once a prospective official attains the Level 1 pass mark on the written test, they are required to then pass a "competency floor test", conducted at the local level. Failure to pass this floor test will result, at the regional representative's and assigning officer's discretion, in either
1. the person not being eligible to officiate at any level for a period of one year; or
  2. the person being assigned a level of "provisional" for the remainder of the year.
- Should the individual pass their floor test, they will be assigned a "Prospect" certification status, which they will maintain until either i) the Level 1 evaluation process is completed; or ii) written test results require the person to be downgraded to a Provisional status.
3. a. Floor tests for Level 1 shall be conducted at the local level, using the CBOC-approved criteria.
    - b. A Level 1 floor test will be waived for any official who meets all of the following criteria:
      1. Attains the required pass mark on the written examination for Level 1 certification after failing to achieve the required pass mark for Level 1 for the previous two exam periods
      2. Previously held a Level 1 certification
      3. Remained as an active member during the previous two years
4. An official must hold a Level 1 certification for at least one season before attempting to attain a Level 2 certification.
5. a. An official wishing to be upgraded to a Level 2 certification, must first score a passing mark on their first attempt of the annual CBOC examination, receive the recommendation of the Regional Representative, and advise the Secretary-Treasurer of a wish to be upgraded;
    - b. A Level 2 floor test will be waived for any official who meets all of the following criteria:
      1. Attains the required pass mark on the written examination for Level 2 certification after failing to achieve the required pass mark for Level 2 for the previous two exam periods
      2. Previously held a Level 2 certification
      3. Remained as an active member during the previous two years
6. The Evaluation and Assignments committee shall, whenever possible, conduct the Level 2 evaluations at an annual central upgrading clinic to be held in conjunction with an appropriate tournament of high school age or above. A panel of at least three AABO members shall evaluate each candidate for a Level 2 certification, using the criteria as established by CBOC.
7. The Evaluation and Assignments Committee shall, whenever possible, conduct the Level 3 evaluations at an annual central upgrading clinic to be held in conjunction with an appropriate tournament of Collegiate/University age or above. A panel of at least two AABO members shall evaluate each candidate for a Level 3 certification, using the criteria as established by CBOC.



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8. A Level 4 certification can only be achieved by officiating at a National tournament in which CBOC has assigned National Referee Coaches who have as one of their responsibilities the task of assigning Level 4 status to those who are shown to be deserving based upon CBOC's criteria.
9. A Level 5 certification can only be granted at International tournaments by FIBA itself.
10. Officials being floor tested for any Level may be asked to waive their game fees and/or travel expenditures

### **Section 8 – Assignments – Local Regions**

1. Each Regional Representative shall ensure that an Assignor is elected annually.
2. The Assignor shall assign officials to games within the region.
3. Each Assignor shall assess and collect 8% of the game fees for the officials assigned.
4. Should an Assignor not be available to perform their duties for a period of more than 24 hours, they shall appoint a temporary designate to act in their place.
5. No official shall accept a game that has not been assigned to them by an Assignor, or their designate.
6. All assignments within a region shall be the responsibility of the regional Assignor with the exception of the following: (a) University Board, (b) Collegiate Board, (c) NBIAA Championship Tournaments, (d) National or International assignments, (e) Professional Games.
7. To be eligible for national and international assignments, an AABO member in good standing must meet the criteria as determined by CBOC.

### **Section 9 - Assignments - NBIAA Championships**

#### **1. General**

1. Only officials holding a Level 2 or higher rating, in good standing, are eligible for Provincial Sectional and Final 12 tournament assignments.
2. In exceptional circumstances, where no Level 2 or higher official is available, a Level 1 official may be assigned for a Provincial Sectional assignment.
3. An official who wishes to be considered for a tournament assignment shall submit their name to the Evaluations and Assignments Committee at least 10 days prior to the commencement of the Provincial Sectional tournaments.
4. From this list, the Evaluation and Assignments Committee shall make the appointments to the Provincial Sectional and Final 12 tournaments.
5. The Evaluation and Assignments Committee shall cause all selected officials to be notified indicating the tournament assignment, the date and the approximate starting times.

#### **2. Provincial Sectionals**

1. Where feasible, no more than two officials from one region shall be assigned to any Provincial Sectional tournament.
2. The Evaluations and Assignments Committee shall name a Crew Chief for all tournaments and the appointed Crew Chief shall make all of the assignments.





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3. Each Crew Chief shall provide constructive criticism aimed at improving the abilities of the officials involved, and liaise with the tournament manager about officiating matters.
3. Final 12
1. Each Region is guaranteed at least one appointment to the Final 12 provided that the Region has a minimum of four officials assigned to work in Provincial Sectionals. A Region, which does not have four officials assigned to work in Provincial Sectionals, is not excluded from getting one or more Final 12 assignments; it is only excluded from being guaranteed an assignment.
  2. Eligibility
    1. All officials assigned to officiate at the Final 12 shall work a Provincial Sectional game or a Collegiate/University game scheduled at a conflicting time with the Provincial Sectionals.
    2. have scored a grade equal to or greater than the Level 2 pass mark on their first submission of the written rules test for the current season
  3. Stand-by officials
    1. The Evaluation and Assignments Committee will appoint a stand-by official for each session of games at the Final 12
    2. Stand-by officials shall receive ½ game fee for each game in which they are assigned
    3. Travel expenses for stand-by officials will be covered by AABO.
    4. The stand-by official will be recognized as part of the officiating crew, dressing for the game, taking part in any pre-game activities, and sitting at the scorer's table during the game.
    5. Appointments of stand-by officials do not satisfy the guarantees as laid out in Section 9.3(a).

### **Section 10 - Assignments - University Board**

1. The University Board shall be responsible for officiating inter-University games.
2. The size of the University Board shall be determined annually by the University Board Committee.
3. The University Board Committee shall make selection to the University Board. The Committee shall consist of the Committee Chairperson, the University Board Assignor, the top two officials currently selected to the University Board and two other people knowledgeable in the game of basketball.
4. The University Board Assignor, as named by the previous year's University Board and approved by the Executive, shall assign University Board officials to officiate inter- University games. The University Board Committee Chairperson may serve in the dual role of University Board Assignor.
5. On or before September 15, each Regional Representative shall submit to the University Board Committee the names of those members who shall be considered for nomination to the University Board.
6. To be eligible for selection to the University Board, an official must:
  1. hold a Level 3, 4, or 5 certification;
  2. have their name appear on the submitted regional list;
  3. be in good standing.
7. Where no official is selected from a Region, the University Board Committee shall arrange, upon request, to have the top ranked official from that Region (provided they are eligible) officiate a university-level game for the purposes of ranking that official relative to the officials selected to the University Board.
8. All members of the University Board shall be determined and notified before October 31 of each year.



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9. When no University Board official is available, the University Board Assignor has the authority to assign a non-board official.
10. The University Board Committee shall recommend for selection the individuals to be assigned to work any regional or national inter-University tournament. Any official selected for such an appointment shall have scored a grade equal to or greater than the Level 3 pass mark on their first submission of the written rules test for the current season. These selections shall be approved by the Board of Directors.

### **Section 11 - Assignments - Collegiate Board**

1. The Collegiate Board shall be responsible for officiating inter-Collegiate games.
2. The size of the Collegiate Board shall be determined annually by the Collegiate Board committee.
3. The Collegiate Board Committee shall make selection to the Collegiate Board. The Collegiate Board Committee shall consist of:
  1. the Committee Chairperson
  2. the University Board Committee Chairperson
  3. the Collegiate Board Assignor
  4. two Regional RepresentativesShould any Committee member fill multiple positions, additional Regional Representatives shall be named to bring the Committee size to 5 members.
4. The Collegiate Board Assignor, as named by the previous year's Collegiate Board and approved by the Executive, shall assign Collegiate Board officials to officiate inter-Collegiate games. The Collegiate Board Committee Chairperson may serve in the dual role of Collegiate Board Assignor.
5. On or before September 15, each Regional Representative shall submit to the Collegiate Board Committee the names of those members who shall be considered for nomination to the Collegiate Board.
6. Officials selected to the Collegiate Board must:
  1. hold a Level 3, 4, or 5 certification;
  2. have their name appear on the submitted regional list;
  3. be in good standing.
1. Where no official is selected from a Region, the Collegiate Board Committee shall arrange, upon request, to have the top ranked official from that Region (provided they are eligible) officiate a collegiate-level game for the purposes of ranking that official relative to the officials selected to the Collegiate Board.
2. All members of the Collegiate Board shall be determined and notified before October 31 of each year.
3. When no Collegiate Board official is available, the Collegiate Board Assignor has the authority to assign a non-board official.
4. The Collegiate Board Committee shall recommend for selection the individuals to be assigned to work any regional or national inter-Collegiate tournament. Any official selected for such an appointment shall have scored a grade equal to or greater than the Level 3 pass mark on their first submission of the written rules test for the current season. These selections shall be approved by the Board of Directors.



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### **Section 12 - Evaluations**

1. Each member has a duty to assist fellow officials in improving by constructively and positively evaluating their performances and discussing these matters privately.
2. Regional representatives may establish appropriate procedures to assist in the evaluation of officials within a region.
3. The AABO may establish a system of on-going evaluations of officials and provide them an opportunity to participate in the process.
4. The AABO will forward copies of provincial evaluations to the Secretary-Treasurer and the official.
5. The AABO will consider evaluation reports in determining other assignments.
6. Should an official request an evaluation, they may be asked to pay up to 50% of their game fee to the Referee Coach(es)

### **Section 13 - Honors and Awards**

1. The AABO may present service awards that recognize years of service, as recommended by the Board.
2. The AABO also nominates its members for awards from other organizations that recognize officials.
3. Recommendations to the Honors and Awards Committee for awards may be made by anyone.

### **Section 14 - Recruiting**

1. Each member is responsible for actively recruiting new members.
2. Regional representatives shall annually conduct publicity campaigns to recruit new members.

### **Section 15 - Game Fees and Expenses**

1. Game fees and expenses are established as follows:
  1. The Vice-President chairs the Committee, which after review and consultations with user groups such as Basketball New Brunswick or NBIAA, submits a report regarding changes in game fees and expenses to the Board of Directors.
  2. If the Board of Directors approves the recommended changes, the report is referred to the next Annual General Meeting of the AABO for acceptance or rejection.
  3. College and University game fees and expenses are set pursuant to agreements with the respective organizations.
2. The approved game fees and expenses are binding on all members.
3. Travel Expenses
  1. Mileage will be paid to the driver only
  2. It is the responsibility of each Region to document and publish regional travel charts prior to the season commencing.



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3. The Assignor must make every effort to assign officials so only one travel is charged
4. Should an official be required to officiate two games at different venues in the same geographical area, the travel fee will be divided between the two user groups proportionately. It will be the Assignor's responsibility to notify both groups.

### **4. Per Diems**

1. a breakfast per diem shall be paid in all situations where the official has an overnight stay, or is required to leave their house before 6am.
2. a lunch per diem shall be paid in situations where the official is required to be away from their house for a minimum of 8 consecutive hours, and includes the entire 11am to 1pm period. The lunch per diem may be waived in situations where the game site has a canteen offering complimentary meal-worthy items (ie not just simple snacks).
3. a dinner per diem shall be paid in situations where the official is required to be away from their house for a minimum of 8 consecutive hours and includes the full 6pm to 8pm period.

### **5. Game Cancellations**

1. It is the responsibility of the home team to contact the applicable Assignor to notify of a game cancellation.
2. Cancellation notice shall be provided with sufficient time to contact the assigned officials prior to them leaving for the game. In such a case, no cancellation compensation would be required.
3. Should officials arrive at the game site with no team notification of the cancellation, said officials shall be compensated one game fee each plus any applicable travel expense.
4. In situations where officials are assigned to multiple games
  1. if the final game is cancelled but earlier games are played, no cancellation compensation is required
  2. if the first game is cancelled but remaining games played in their originally scheduled time, cancellation compensation shall be paid for any games in which the officials are onsite but no game taking place

## **Section 16 – Funding assistance requests for Officiating Development**

1. Written requests for funding assistance to attend clinics/camps to improve one's ability to officiate/evaluate may be considered
2. Officials
  1. Any funding assistance approved by AABO for officials shall be limited to the camp/clinic registration fee
  2. To be eligible for funding assistance, an official shall
    1. have received a favourable evaluation from at least one National-level tournament
    2. be a potential candidate for CBOC's list of FIBA-considered officials.
    3. have scored a grade equal to or greater than the Level 3 pass mark on their first submission of the written rules test for the current season
3. Referee Coaches
  1. As Referee Coaches do not typically incur registration fees, funding assistance shall be limited to expenses covering travel (airfare or gas) and accommodations.



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2. To be eligible for funding assistance, the Referee Coach shall
  1. be recognized as an AABO Level 3 Referee Coach
  2. is a recognized national-level Referee Coach, or is actively being considered for such

**Section 17 - Board Members Expenses**

AABO Board of Directors and all Committee members shall be paid reasonable out-of-pocket expenses for their meetings, with the exception of the Annual General Meeting or any special general meeting.

**Section 18 - Amendments**

1. These Operating Procedures may be amended by a majority vote of those members, in good standing, present at an Annual General Meeting or special meeting held for that purpose, provided that 30 days notice of the meeting has been given to the members.
2. A Notice of Motion to amend the Operating Procedures must be sent to the Secretary-Treasurer, in writing or electronically, at least 30 days prior to an Annual General Meeting, or special meeting held for that purpose. The Secretary-Treasurer shall send copies of the Notice to the members at least fifteen (15) days prior to the Annual General Meeting or special meeting.
3. The Board of Directors, with a majority vote, may change or amend these Operating Procedures in special or extenuating circumstances, with such changes/amendments only affective for the current year. Any such changes/amendments shall be communicated to the membership with 15 days of the decision to change/amend. Should the Board of Directors wish for these changes/amendments to become permanent, a Notice of Motion as per the above-noted procedures shall be required.
4. In recognition of the fact that the NBIAA has procedures in place to change their Championship tournament names
  1. The Secretary/Treasurer, with Executive Committee approval, shall amend these Operating Procedures so the tournament names remain consistent with the names chosen by NBIAA
  2. The AABO membership shall be notified of these updates at the next Annual General Meeting.