



NBAABO Operating Procedures

Adopted September, 2013

Amended September, 2016

Amended September, 2017

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:
 - a. i. a black and white striped shirt with a v-neck, or
 - ii. at the University and Collegiate levels, a grey CABO-approved shirt
 - b. black trousers
 - c. black shoes
 - d. black socks
 - e. black whistle with a black smitty or black neck lanyard.
2. Officials may choose to wear a black CABO warm-up jacket.
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

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 CABO member may become a member of the AABO by completing each of the following:
 - a. filing an application with the Secretary-Treasurer;
 - b. paying an application fee
 - c. for those aged 18 years or older, providing a Criminal Background Check
 - d. passing the written examination
 - e. 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.
3. Current CABO 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 CABO 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

1. Members shall pay annual membership dues.
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 CABO 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 CABO, shall be as follows:
 - 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 on two consecutive exams will result in a reduction in certification to the appropriate Level based on the mark actually achieved.
4. Failure of an official to achieve the Level 1 pass mark on two consecutive exams 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.

 - a. The "provisional" status should only be granted in cases where

- i. the individual has successfully officiated for an extended period of time; and
 - ii. there is a need for officials within the Zone
- b. Provisional officials are not eligible to officiate at the high school level
- c. Should an individual fail to attain 70% on the written exam that begins the following year, 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 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 of at least 70% must be attained on the written examination. Should a prospective official achieve an exam mark of less than 70%, they may, at the regional representative's and assigning officer's discretion, be granted a "Provisional" certification.
 - a. Provisional officials are to be assigned to games of an appropriate level for officiating developmental purposes;
 - b. Membership application for the following year shall be treated as a new member application;
 - c. An individual is permitted to hold a Provisional certification for a maximum of 2 consecutive years;
 - d. Should an individual fail to attain 70% on both the written exam and 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.
 - a. Floor tests for Level 1 shall be conducted at the local level, using the CABO-approved criteria.
 - b. A Level 1 floor test will be waived for any official who meets all of the following criteria:
 - i. 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
 - ii. Previously held a Level 1 certification
 - iii. Remained as an active member during the previous two years
3. An official must hold a Level 1 certification for at least one season before attempting to attain a Level 2 certification.
4.
 - a. An official wishing to be upgraded to a Level 2 certification, must first make a mark of 80% on the annual CABO 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:
 - i. 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
 - ii. Previously held a Level 2 certification
 - iii. Remained as an active member during the previous two years
5. 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. The pass mark for this floor test shall be 80%.

6. 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 high school age or above. A panel of at least three AABO members shall evaluate each candidate for a Level 3 certification. The pass mark for this floor test shall be 86%.
7. A Level 4 certification can only be achieved by officiating at a National tournament in which CABO has assigned National Assignor/Evaluators who have as one of their responsibilities the task of assigning Level 4 status to those who are shown to be deserving based upon CABO's criteria.
8. A Level 5 certification can only be granted at International tournaments by FIBA itself.
9. 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) College 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 outlined in the CABO constitution.

Section 9 - Assignments - NBIAA Championships

1. General
 - a. Only officials holding a Level 2 or higher rating, in good standing, are eligible for Provincial Sectional and Final 12 tournament assignments.
 - b. In exceptional circumstances, where no Level 2 or higher official is available, a Level 1 official may be assigned for a Provincial Sectional assignment.
 - c. 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.
 - d. From this list, the Evaluation and Assignments Committee shall make the appointments to the Provincial Sectional and Final 12 tournaments.
 - e. 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

- a. Where feasible, no more than two officials from one region shall be assigned to any Provincial Sectional tournament.
 - b. The Evaluations and Assignments Committee shall name a Crew Chief for all tournaments and the appointed Crew Chief shall make all of the assignments.
 - c. 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
- a. 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.
 - b. An official must sit out one year after working in a Final 12 game for two consecutive years.
 - c. Only those officials who work a Provincial Sectional game or a Collegiate/University game scheduled at a conflicting time with the Provincial Sectionals shall be eligible to receive a Final 12 assignment.
 - d. Stand-by officials
 - i. The Evaluation and Assignments Committee will appoint a stand-by official for each session of games at the Final 12
 - ii. Stand-by officials shall receive ½ game fee for each game in which they are assigned
 - iii. Travel expenses for stand-by officials will be covered by NBAABO.
 - iv. 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.
 - v. Appointments of stand-by officials do not satisfy the guarantees as laid out in Section 9.3(a).
 - vi. Assignment as a stand-by official will be counted as a "non-working" year for Section 9.3(b)

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:

- a. hold a Level 3, 4, or 5 certification;
 - b. have their name appear on the submitted regional list;
 - c. 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.
- 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. 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:
 - i. the Committee Chairperson
 - ii. the University Board Committee Chairperson
 - iii. the Collegiate Board Assignor
 - iv. two Regional Representatives

Should 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:
 - a. hold a Level 3, 4, or 5 certification;
 - b. have their name appear on the submitted regional list;
 - c. be in good standing.
- 6. 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.
- 7. All members of the Collegiate Board shall be determined and notified before October 31 of each year.
- 8. When no Collegiate Board official is available, the Collegiate Board Assignor has the authority to assign a non-board official.

9. The Collegiate Board Committee shall recommend for selection the individuals to be assigned to work any regional or national inter-Collegiate tournament. These selections shall be approved by the Board of Directors.

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 evaluator(s)

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:
 - a. 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.
 - b. 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.
 - c. 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

- a. Mileage will be paid to the driver only
 - b. It is the responsibility of each Region to document and publish regional travel charts prior to the season commencing.
 - c. The Assignor must make every effort to assign officials so only one travel is charged
 - d. 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
- a. 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.
 - b. 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).
 - c. 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
- a. It is the responsibility of the home team to contact the applicable Assignor to notify of a game cancellation.
 - b. 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.
 - c. 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.
 - d. In situations where officials are assigned to multiple games
 - i. if the final game is cancelled but earlier games are played, no cancellation compensation is required
 - ii. 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 - 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 17 - 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
 - a. The Secretary/Treasurer, with Executive Committee approval, shall amend these Operating Procedures so the tournament names remain consistent with the names chosen by NBIAA
 - b. The AABO membership shall be notified of these updates at the next Annual General Meeting.