**Northwest Board Operating Policies**

**Policy 01 – Executive Committee**

Changes to Operating Policies

Operating Policies may be changed by a majority vote of the Executive Committee, and changes become effective at the time they are approved by the Executive Committee.

Active Membership Status

To be an Active Member of NWB, an official must:

1. Take and pass the WOA online test.
2. Take and pass the WOA on line rules clinic.
3. Submit any WOA Disclosures and complete any background and/or criminal history checks as required by WOA.
4. Pay all WOA registration fees and appropriate Northwest Board fees.

Executive Committee Expenses

1. Executive Committee members shall be reimbursed for out of pocket expenses while conducting NWB Executive Committee business, including meal and travel expenses. Meal reimbursement shall be established by the Executive Committee with a not-to-exceed amount per meal, including tax and tip. Travel expenses shall be paid while performing NWB business other than that associated with general membership meetings. Mileage expenses are set by the Executive Committee. Mileage expenses for each Executive Committee member shall be established by the Executive Committee with a not-to-exceed amount per meeting.
2. Executive Committee members shall be paid out of pocket expenses (telephone, postage, etc.) to carry out official NWB business upon submitting a receipt to the Treasurer.

Executive Committee Minutes

Executive Committee meeting minutes shall be made available to the membership by posting them on the NWB website within one (1) week of approval by the Executive Committee.

Independent Contractors

The Executive Committee shall appoint Assigning Commissioner(s) and Treasurer(s) to provide contract services to the Northwest Board and serve as non-voting members of the Executive Committee. The appointment process shall be as follows:

1. The Executive Committee shall seek out and request from both qualified officials from the membership and qualified individuals who are not members of the Association a letter of interest and resume for either the Assigning Commissioner(s) position or the Treasurer(s) position
2. The Executive Committee shall review the letters of interest and resumes and identify and agreed-upon number of candidates for one or more interviews by the Executive Committee.
3. The Executive Committee shall select a candidate for the position(s) with a majority vote of the members present.
4. The Executive Committee shall prepare or have prepared contract(s) for the appointed position(s) which include the duties, responsibilities, pay, and termination clause, and shall offer the contract to the individual(s) selected. The President and one (1) at-large member shall negotiate terms and conditions of the contract(s) with the individual(s) selected and the President or his appointed representative shall sign the final contract on behalf of the NWB.
5. Each contract shall be effective for two (2) one-year periods, each period beginning on July 1 and extending through June 30 of the following year. At least thirty (30) days prior to the end of the first year, the NWB Executive Committee shall decide whether to terminate this contract after one year or agree to a second year. Each contract is subject to termination for any reason, with or without cause, by either party, upon a fourteen (14) day notice. In the event that the Executive Committee terminates the contract, the Independent Contractor shall have the option to request to be paid one hundred twenty-five percent (125%) of the amount due for services to the day of termination.

The Executive Committee shall:

1. Set the contract rate of pay for the Assigning Commissioner(s) and adjust if appropriate.
2. Set the contract rate of pay for the Treasurer and adjust if appropriate.
3. Annually review all Independent Contractors as to performance in carrying out the duties and responsibilities of the position.

**Policy 02 - Meetings**

General Membership Meetings

1. Members are encouraged to attend all general membership meetings held during the season, but may miss only one (1) of the scheduled general membership meetings during the season without penalty or consequence. If additional attendance requirements are established by WOA policy and/or adopted by the Executive Committee, members must meet those requirements. The annual Dinner meeting does not count as a meeting to meet attendance requirements.
2. The last regular meeting of the year will be used for business and elections.
3. When an official must miss a general membership meeting due to a job/work conflict or officiating other WIAA sports (football, volleyball, soccer, etc.) he or she can be credited for attending a general membership meeting by contacting the President before the next general membership meeting to receive the information and training that was presented at the scheduled meeting. The official will then receive credit for the missed meeting and the attendance sheet will be revised to satisfy the WOA and NWB meting requirements. Job/work is defined as the official’s primary vocation. The President will notify the Assigning Commissioner so that the WOA/NWB attendance sheet can be revised.

Dinner Meeting

1. At the conclusion of each season, the NWB will host a Season-End Dinner Meeting. Cost of active officials’ dinners attending the dinner will be paid from NWB funds collected from members as an annual dinner fee. An official’s spouse or one guest may be invited with dinner paid for by the NWB. Officials must notify the individual in charge of the Season-End Dinner Meeting no later than two (2) weeks prior to the dinner whether a spouse or guests will attend. Officials who have reserved a dinner for spouse or guest will be billed for the cost of the dinner if the spouse or guest does not attend or the Official fails to notify the individual in charge of the banquet prior to the end of the two-week period.
2. Upon approval of the Executive Committee, the following individuals and spouses or guests may be invited to attend the Season-End Diner Meeting with dinner paid for by the NWB: Participating coaches of State Tournament teams in our area Leagues; Winning League coaches of teams from our area; and, Winners of the Sportsmanship Awards. Special individuals and their spouses or guests may be invited approval from the Executive Committee prior to the banquet.

League/District Meetings

An Assigning Commissioner and the NWB President, or in one or both of their absences, a member or members of the Executive Committee or an alternate selected by the President, shall attend any league or district meetings (including meetings with AD’s; District I Committee; District I Sub-Committee; league meetings; etc.).

**Policy 03 – Fines and Suspensions**

1. All officials must provide availability schedules to the appropriate Assigning Commissioner no later than two (2) weeks before each assignment schedule is issued.
2. Once the Assignment Schedule is issued, officials are expected to fulfill the assignments.
3. If an official for any reason cannot fulfill an assignment from one (1) week to twenty-four (24) hours before the assignment date, he or she will be fined an amount established by the Executive Committee.
4. If an official for any reason cannot fulfill an assignment during the twenty-four (24) hours before the assignment, he or she will be fined an amount established by the Executive Committee.
5. If a Group 1 or Group 2 official makes himself or herself available for Island varsity officiating assignments without day or time restrictions and accepts an assignment on an Island, the Island assignment shall not be counted as one of the two (2) “guaranteed” varsity games per week if in Group 1 or the one (1) varsity game per week if in Group 2.
6. Unexcused absences resulting in a member attending less than the number of general membership meetings established by the Executive Committee scheduled during the season will result in loss of certification.
7. Any official accepting game assignments on the high school level not authorized by the Assigning Commissioner will be suspended.
8. Any official can appeal his or her fine, suspension, or loss of certification in writing to the Executive Committee. The Executive Committee has the option to request the appealing official to personally appear before the Executive Committee before a final decision is rendered.
9. The Executive Committee shall investigate and act on all claims of misconduct and/or unethical behavior.
10. All fines are deducted from officials’ pay sheets and are forwarded to the General Fund.

**Policy 04 – Dues and Fees**

1. Annual NWB dues may be established by the Executive Committee and, if necessary, occasionally adjusted by the Executive Committee according to NWB budget requirements.
2. To cover assignment costs, each official will be billed and will pay the NWB through their payroll sheet an amount (stated in percentage of fees earned) established by the Executive Committee to cover all NWB Basketball league assignment earnings. If an official has not made provisions with the Assigning Commissioner for a replacement and fails to fulfill a game assignment, he or she will be assessed the assignment fee for the no-show game.
3. All schools will be charged an assigning/billing fee for each assignment date as negotiated by the Executive Committee and District 1. The service fee will be payable when invoiced.
4. State membership dues are set by the WOA with a late fee for payment after July 1.

**Policy 05 – Ratings**

Officials Rating Procedures

1. All high school officials, beginning with their third year of officiating, will rate all officials they have worked with or observed for at least one-half (1/2) of a game during the current high school season. However, to rate another official, the rating official must have observed the rated official while the rated official was working within the relevant stack; i.e. a rating official shall not rate an official within the boys stack based on observing that official work a girls game.
2. An official must have worked at least 10 high school level games in a stack (i.e. either boys or girls) to be able to rate other officials in that stack.
3. An official must have worked at least 10 girls’ high school level games to be rated in the girls officials’ stack. An official must have worked at least 10 boys’ high school level games to be rated in the boys officials’ stack.
4. Officials will NOT rate themselves, and first year officials do not rate any other official.
5. All Official Rating sheets will be signed by the official submitting the rating. If an official fails to submit the required rating sheets, he or she will not be rated and will be placed at the bottom of the Rating Group 3 Ranking for the following season.
6. Officials’ Rating Sheets shall provide instructions to include the following: 1) Rate all officials listed that you have worked with or have observed working for at least one-half (1/2) of a game in the relevant stack this season; 2) Do not rate yourself; 3) Score each official on a scale of 100 (highest) to 55 (lowest) using the following criteria: 100=Perfect; 90-99=Excellent; 80-89=Very Good; 70-79=Good; 60-69=Average; 55-59=Fair/Poor. The lowest score an official can receive is 55. In establishing a composite rating based on an official’s overall abilities and appearance, use the following information: (1) Judgment (Handles tough situations, Consistent start to finish, Firm & Controlled); (2) Application of Rules (Proper interpretation of rules, Time Violation, Game sense); (3) Appearance (Proper uniform, Professional & Efficient, Physical Condition); (4) Floor Position (Proper Techniques, Proper Positioning, Mechanics); (5) Manner of Decisions (Has Strong Whistle, Communications, Supports Partner). Do not rate an official on his or her personality. First Year Officials are rated separately as they are only competing against their peer group.
7. Officials will send their completed rating sheets by email to an independent Tabulator/Recorder who has been selected by the Executive Committee and has agreed to serve as an independent tabulator/recorder of the rating sheets. Completed rating sheets must be received by the Tabulator/Recorder no later than the date set by the Executive Committee.
8. The independent Tabulator/Recorder will compile, on a permanent log sheet, all rating entries for each official, average (to the third decimal) the sum of the individual ratings for each official and prepare a cover sheet showing the computed averages for each official. The compilation and tabulation will follow the guidelines outlined in Policy 05 – Ratings Tabulation Procedures. The independent Tabulator/Recorder will ensure that rater did not rate his or herself, record the name of the rater, and forward the permanent log sheet, the cover sheet, and all the rating sheets from the individual officials to the NWB President.
9. The Executive Committee will meet and verify the rating tabulation results and establish a ranking for the upcoming season.

Tabulation Procedures

1. Varsity, JV, and first year officials’ rankings will be determined by all NWB officials beginning with their third year of officiating.
2. Ranking results will be published as two lists. The first list will be based on the average ratings of all officials except first year officials. The second list will be based on the average ratings of only first year officials using a 1 – 10 scale.
3. The lowest individual score any official can receive is 55. Example: If an official received a score of 54 or lower, that score would be adjusted to 55.
4. An official will be rated by his or her peers and the results tabulated using a statistical method selected by the Executive Committee.
5. Results of the rating tabulation will be sent to officials with only the overall listing of the ranking 1 – 24.

**Policy 06 – Post Season Assignments**

District Play-Off Assignments

1. District Tournament Assignments will be assigned to the top qualified and available eighteen (18) officials. If more officials are required, then more may be assigned at the Assigner’s discretion.
2. An official must participate in at least twelve (12) varsity level men’s or women’s games during the current season in order to receive his or her full quota of post season District Tournament game assignments [i.e. 12 men’s varsity games for men’s District Tournament assignments, or 12 women’s varsity games for women’s District Tournament assignments]. If an official fails to meet the minimum number of games required, he or she will lose one District Tournament game assignment for each game not officiated under the minimum number of games requirement. For example, if an official only participated in 10 games during the current season, and minimum number of games requirement was 12 games, he or she would lose two (2) district Tournament game assignments.
3. All assignments must be approved by the NWIAA District 1 Executive Director. Once games are assigned according to the schedule shown below, remaining games will be allocated to the highest ranked official not having their maximum number of games; then to the highest official not having the maximum games allowed. Officials who are unavailable due to conflicts may lose a game assignment.
4. The following level of post-season games, in order shown, will be assigned to the highest ranked official available: a) Consolation Final; b) Any Loser Out Contest; c) Championship Games; d) Remaining Games.
5. An official is not to work a contest involving his or her school, or one in which the official is a close friend or relative of one of the coaches or players.
6. A losing team should not have an official from its previous game.
7. Change of an assignment must be for a legitimate reason approved by the appropriate Assigning Commissioner and District 1 Director. Once an assignment has been made, an official cannot accept another assignment for that night without losing the original assignment.
8. Assignments will be made by Assigning Commissioner based upon game allotments provided by the Northwest District 1 Director. Assignments will then be posted on Arbiter.
9. The number of District/League Tournament assignments allocated to NWB can change from year to year. As shown on the following page, the number of game assignments to officials ranked 1 through 18 will be made based on League standings, League playoffs, and IF games. If there are less than 71 games, assignments will be adjusted in reverse order of officials ranking beginning with official ranking number 18.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Games Due | Officials Ranking | | | | | | | | | | | | | | | | | | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 71 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 2 | 1 | 71 |
| 72 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 1 | 72 |
| 73 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 73 |
| 74 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 74 |
| 75 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 75 |
| 76 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 2 | 76 |
| 77 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 77 |
| 78 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 78 |
| 79 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 79 |
| 80 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 80 |
| 81 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 81 |
| 82 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 82 |
| 83 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 2 | 2 | 83 |
| 84 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 84 |
| 85 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 85 |
| 86 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 2 | 2 | 86 |
| 87 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 2 | 87 |
| 88 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 2 | 88 |
| 89 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 2 | 89 |
| 90 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 3 | 2 | 2 | 90 |
| 91 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 3 | 3 | 2 | 91 |
| 92 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 92 |
| 93 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 4 | 4 | 4 | 3 | 2 | 93 |
| 94 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 3 | 2 | 94 |
| 95 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 4 | 3 | 2 | 95 |
| 96 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 3 | 2 | 96 |
| 97 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 2 | 97 |
| 98 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 3 | 98 |
| 99 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 4 | 4 | 3 | 99 |
| 100 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 4 | 4 | 3 | 100 |
| 101 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 4 | 3 | 101 |
| 102 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 4 | 3 | 102 |
| 103 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 3 | 103 |
| 104 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 4 | 104 |
| 105 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 4 | 105 |
| 106 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 106 |
| 107 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 107 |

State Tournament Assignments

1. State Tournament assignments will be assigned only to Group 1 officials.
2. An official must have been ranked by the NWB general membership as a Group 1 official to be eligible for State Tournament assignment.
3. Allotment for State Tournament assignments will be by the previous year’s ranking and according to number requested by WOA. An official who worked a State Tournament the previous two (2) years will NOT be eligible and will be noted on the list sent to WOA as being NOT AVAILABLE. An official will have to skip one (1) year between Tournament assignments. The State Tournament assignments list to be made available to all NWB officials.
   1. Exception: At least 1 of the top 5 rated officials must be available to fill the first slot; and a top 10 official for the second slot. If this criteria cannot be met with eligible officials, an official who had attended the previous two years can be used; a skip year will not be enforced.
4. An official is ineligible to officiate at the State Tournament after having a leave of absence from the prior year even if he or she would otherwise be eligible. The leave of absence would be counted as their sit year for assignments for the next year if they were able to hold their spot or higher and be eligible.

**Policy 07 – Payments**

Check Chasing

Any checks issued by the NWB Treasurer must be deposited or cashed within sixty (60) days of the date of issuance. If the check is not deposited or cashed within the sixty (60) days period, the Treasurer will issue a stop Payment action and the official will be charged a Bank Processing Fee. This fee applies equally to checks accidentally destroyed or lost.

Designated Driver and Rider

1. A Designated Driver will be identified by the Assigning Commissioner for each assignment on the official’s assignment sheet. The Assigning Commissioner shall not identify a person as a Designated Driver unless that person has demonstrated that he or she has a valid driver’s license, current insurance, and a suitable vehicle. If a person is identified as a Designated Driver on an assignment sheet but the person realizes that he or she does not have a valid driver’s license, current insurance, and suitable vehicle, then the person must immediately inform the Assigning Commissioner of his or her unavailability as a Designated Driver.
2. The Designated Driver will receive a per mile rate established by the Executive Committee.
3. The Rider is responsible for calling the designated Driver at twenty-four (24) hours prior to game time if he or she requires a ride to the game.
4. If Riders require transportation, the Designated Driver is required to transport officials to the first game such that they arrive at least thirty (30) minutes prior to game time unless other arrangements are made.
5. If an official chooses to ride with the Designated Driver, he or she must be at the assigned pick up point at the agreed time. The Designated Diver is required to wait for only five (5) minutes beyond the agreed time.
6. If the Designated Driver fails to arrive at the agreed pick-up point at the agreed time, the Rider is required to wait for only five (5) minutes beyond the agreed time.
7. A Designated Driver is responsible for all aspects of travel to and from the game, such as but not limited to: ferry reservations, toll fees, awareness of and adjustment to traffic issues, and the like.
8. An official who repeatedly violates the guidelines in this section may be sanctioned by the Executive Committee in the form of fines, suspensions, or other sanctions as appropriate.

Game Fees

1. Game fees for all contests shall be established by the Executive Committee, in accordance with WOA standards.
2. Officials will be paid the established fee for the game refereed. If the contest was a level (Varsity, JV, or C) other than the assigned game, the officials will be paid for the game refereed, not the game assigned.

**Policy 08 – Education and Training**

1. First Year officials are required to attend rules and mechanics clinics as scheduled by the NWB Executive Committee and conducted by the Training Coordinator. Each First Year official is encouraged to work a pre-season scrimmage with either a Group 1 or Group 2 official.
2. The Executive Committee will appoint one or more qualified official(s) to be the Training Coordinator and Clinician.
3. The NWB Executive Committee shall designate a training budget.

**Policy 09 – Miscellaneous**

Uniform

The Official NWB uniform will be as specified in the Official Federation Handbook.

Shirt: WOA approved standard black and white vertically striped. Cliff Keen. Shirt is to be tucked inside trousers. All officials shall wear the same design and style.

Patch: Official WOA patch attached to upper left chest area of shirt.

Trousers: Black slacks with no flares; pleated is recommended, and beltless is recommended.

Belt: Black with non-descript buckle, if worn.

Shoes: Entirely black with black laces.

Socks: Black

Whistle: Black pea-less (Fox 40 type) plastic; it is recommended that officials carry a spare. If a lanyard is used, it must be black.

Needle: Recommend carrying an inflation needle.

Jacket: WOA approved jacket will be black Sarah. It is mandatory that game officials ranked 1-30 wear the official jacket. It is recommended that game officials ranked 31 and below wear the official jacket. First Year Officials are exempt from wearing the official jacket but may do so if both officials have the official jacket.