

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 1

Subject: General

1. All official policies of Southern Maryland District Board 134, Inc., support the Constitution.
2. The Constitution and By-Laws empower the organization's Board of Directors to establish policies that are in the best interest and welfare of the organization.
3. Each policy becomes effective with its passage by the Board of Directors and subsequent presentation to the membership and remains in effect until it is rescinded by the Board of Directors or disapproved of the Membership. It is not a requirement that the membership approve or disapprove of each policy statement. The Board of Directors retains that authority by the powers vested in it through the Constitution. However, the Board of Directors will seek a vote of confidence from the membership on policy issues of a critical nature. Whenever a policy is believed not to be in the organization's best interest, the membership may request the policy be brought before the membership for approval. Disapproval by the membership will require 2/3 of the total membership present.

Approved by the Board of Directors on 5/23/2002

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International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 2

Subject: Committees

1. The President may appoint ad hoc and additional standing committees as necessary to conduct the affairs of the organization.

2. Committee and Committee Chairs shall remain operational unless terminated or altered by the President.

3. Nomination/Teller Committee

Prior to ninety (90) days before each Bi-Annual Election meeting, the Board of Directors shall appoint the Chairman of the Nominating/Teller Committee and at least three additional members to serve on this committee. The president should never appoint any members of the nominating committee, serve on the committee, give instructions, or take part in its deliberations. This requirement protects the president and the committee from accusations of favoritism and self-perpetuation. However, the president in conjunction with the remaining members of the Board of Directors shall appoint the committee. It is essential that the members of the Nominating Committee be chosen wisely and democratically due to the tremendous influence on the future of Board 134. The Nominating/Teller committee members need a broad acquaintance with the membership and an understanding of the organization's functions and its purpose.

4. Duties of the Nominating/Teller Committee

A. The chairman shall contact all nominees personally, by telephone, by mail, or by e-mail to ensure they have read and understand the duties and responsibilities of the office in which they are being nominated as described in the Constitution and Policy Statements of Board 134 and to ensure he/she is willing to execute assignment should he/she be elected.

- B. Study the problems and leadership requirements of the organization to ensure its elected leaders can carve out the responsibilities of the position in which they were elected.
- C. To interview prospective candidates personally, by telephone, by mail, or by e-mail and secure their consent to serve if elected.
- D. Distribute ballot slips, collect, count, and provide a written report of the results.

5. Members of the Nomination/Teller Committee may be nominees without resigning from the committee. If committee members are themselves considered, they shall excuse themselves from the committee while their nomination is discussed and voted on. He/she may not be involved in the ballot count for that position. Upon completion of that position, he/she may return as a member of the committee.

6. •Tellers Report:

- The tellers report shall be signed by the tellers, must include number of votes cast, number required to be elected, total number received by each candidate, and number of illegal votes. All teller reports and any other documentation having to do with the election shall be turned over to the secretary for safekeeping or future reference.

Approved by the Board of Directors on 5/23/2002

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Southern Maryland District Board No, 134. Inc.

Date: 10/15/99

Policy Statement No. 3

Subject: Meetings

1. There shall be at least six (6) meetings of the full membership of the Southern Maryland District Board 134, Inc. each year:
 - a. Annual Business: first meeting in the fall – Mandatory & Fineable
 - b. Maryland State Rules Interpretation (Note: separate from Annual Business)
 - c. Board Interpreter: held in October and November of each year.
 - d. Mandatory for all Active/Non-Active Officials & Finable
 - d. Bi-Annual Election:
 - e. Spring Business: last meeting of the fiscal year
 - f. All other meetings shall be for business/interpretations purposes,
2. The Board of Directors shall meet separately from the membership at least five (5) times each year.
3. Active/Officiating members of Southern Maryland District Board 134, Inc. who fail to attend the rules clinic given by the Maryland State Rules Interpreter and pass the National Federation exam shall not receive public school game assignments for that season.

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Approved by the Board of Directors on 11/09/99

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Date: 10/29/96

Policy Statement No. 4

Subject: Applicant Testing, Training and Examinations

1. The Rules Interpreter of Southern Maryland District Board 134, Inc. is responsible to the Board of Directors for the overall training of new Applicants (1st year) until the Applicants become (2nd year) in the Board.
2. The Rules Interpreter shall conduct a minimum of six (4) training sessions for new applicants prior to the IAABO rules test consisting of at least the following:
 - a. Rules and effective rule changes, to include intent.
 - b. Current Interpretations
 - c. Accepted mechanics.
 - d. Officiating Ethics
 - e. Uniform dress standards, to include arrival at game site.
 - f. Pre- and Post-game procedures
3. The general administration of all basketball rules tests shall come under the purview of the Rules Interpreter.
4. All Applicants will have a minimum of four (4) Mechanics and Floor Examinations.
 - a. Rules Interpreter is responsible for selecting Board 134 members to conduct mechanics and Floor Examinations for the Applicants (see Policy Statement No. 15-4)
5. Annually, January of each year, a complete list of the Applicants will be provided to the Board of Directors.
6. Annually, at the March Board of Directors meeting, the Rules Interpreter shall prepare and submit reports to the Board of Directors on the examination and statements.
7. The Rules Interpreter shall be paid at a rate per examination, as approved by the Board of Directors.

Approved by the Board of Directors on 11/20/96

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Date: 10/10/99

Policy Statement No. 5

Subject: Second, Third and Fourth Year, and Transfers Examinations

1. The assignment of examinations for Second, Third and Fourth Year, and Transfer members, with less than 3 years of varsity experience, are the responsibility of the Chairperson of the Membership Development Committee (MDC). The Chairperson of the MDC will be an appointed position by the President and approved by the Board of Directors.

Membership Minimum Mechanics and Category Floor Examinations

Second, Third- and Fourth-Year Members – Four Observations (4)

Transfer with less than 3 years of Experience - Two (2) or Three (3) Observations

Note: the number of floor examinations for Transfer is dependent on the official's qualification and years of service.

2. Each year and prior to the start of the current basketball season, the Chair (MDC), shall prepare and submit to the Board of Directors for approval a training schedule for the current year. The plan shall include a maximum of five (5) development/training dates and sites. Once the syllabus is approved by the Board of Directors, attendance at all of the development/training sessions is mandatory for all Second, Third- and Fourth Year and Transfer members with less than 3 years of varsity experience. Failure to attend the mandatory meetings will result in a fine or the recommendation the member is not permitted to be moved up in status. The Chairperson of the MDC is responsible for notifying the Secretary-Treasurer, in writing, of members to be fined.

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Date: 10/11/88

Policy Statement No. 6

Subject: Rules Examinations

1. The Rules Interpreter is authorized to administer other rule examinations which may be required by IAABO.
2. Officials must successfully pass the National Federation rules examination to be properly certified and registered within the state of Maryland. Individuals who fail this test will not be registered and will not receive public school game assignments. The State of Maryland shall establish the minimum passing score for the National Federation test.

Approved by the Board of Directors on 10/11/88

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Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 7

Subject: Arbiter Calendar, Physical Acknowledgment Statement and Scrimmages

1. Each member of Southern Maryland District Board 134, Inc., must maintain their arbiter calendars to receive one or more game assignments for the ensuing season.
2. It is the responsibility of each member to-update and maintain their arbiter calendar by November 15 of the winter season to receive a schedule.
3. The official also acknowledges that Southern Maryland District Board 134, Inc. does not provide medical insurance and is not responsible for any physical or mental injuries, or disabilities sustained in the performance of fulfilling a game assignment.
 - a. Each member classified as an Active/Officiating member (working game assignments for the Commissioner(s) of Board 134), who has passed the IAABO rules examination, must provide a “Physical Certification” to the Office of the-Secretary prior to receiving game assignments at any level of competition.
 - b. The “Physical Certification” must be completed by a medical physician, who by a physical examination qualifies the Active/Officiating member as being physically able to officiate the sport of basketball without restrictions.
 - c. The “Physical Certification” must be forwarded to the Office of the Commissioner no later than November 15th of each year.
 - d. The “Physical Certification” will be considered as the document of record for the submitting official for the inclusive period of November 15 of every year.
 - e. Each Active/Officiating member who fails to submit his “Physical Certification” will be automatically placed in an Active/Non-officiating status and will not be eligible to receive a game assignment.

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f. In submitting the “Physical Certification”, each Active/Officiating member indicates that the physical examination was performed by a qualified medical physician and absolves the Board of all responsibilities should it become known that the member did not obtain an examination by a qualified medical physician and/or that any information on the “Physical Certification” is false.

g. The Office of the Secretary will submit to the Board of Directors by December 1, a list of members who have submitted both a Physical Acknowledgment Statement. These members will be eligible to work games during the winter season.

h. Each member of Southern Maryland District Board 134, Inc., will be asked by the Office of the Commissioner to work a minimum number of pre-season high school scrimmage games by December 1st of each year. Scrimmage games must be worked to receive a schedule of assignments during the high school winter season.

Approved by the Board of Directors on 5/23/2002

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Date: 10/29/96

Policy Statement No. 8

Subject: Game Assignments and Coverage

1. All games contracted by Southern Maryland District Board 134; Inc. shall be serviced by game assignments made through the Office of the Commissioner. No other member of the organization is authorized to make game assignments unless empowered to do so in emergency situations and only in accordance with procedures established by the Board of Directors.

2. All game assignments will be made in a fair and equitable manner to all members. The Office of the Commissioner(s) retains the authority to reassign officials from one game to another.

3. Members are permitted to accept game assignments from other recognized IAABO or college assigning commissioners, however, the acceptance of assignments which are in direct conflict or competition with the welfare and business of Southern Maryland District Board 134, Inc. shall result in a member being admonished, fined, suspended or expelled.

4. Occasions may arise where a game assignment cannot be fulfilled due to an emergency beyond an official's control. Such circumstances may even preclude notification of the Office of the Commissioner or other official(s) at the game site. Should this occur, the official(s) at the game site shall adhere to the following procedures:

a. If the assignment is preceded by another game, ensure one of the officials from that game remains to cover the second game. At least one official will notify the Office of the Commissioner(s) as soon as possible after the game is completed.

5. Officials on Board 134 shall be required to work on a minimum number of games or weekend day assignments. A weekend day is defined as Saturday or Sunday. The minimum assignments are as follows:

a. Applicants: a minimum of 75 games during the winter season from December 1st through March 31st.

b. Second, Third and Fourth Year and Transfer Officials: a minimum of 75 games and two weekend days per month in January, February, and March during the winter season from September 1st through March 31st.

c. Fifth through Tenth Year: three weekend days per month in January, February, and March.

d. Eleventh Year or more: two weekends per month in January, February, and March. 31st.

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6. If an official works less than the minimum, he may contact the Board of Directors to explain the circumstances in detail prior to March 31st of the current basketball season. The notification is subject to the approval of the Board of Directors.
7. Officials must work a minimum of ten (10) varsity games to be eligible for post-season officiating assignments.
8. Officials receiving post-season officiating assignments are limited to two (2) post-season games unless otherwise approved by the Office of the Commissioner(s).
9. Those representing the offices of the Commissioners (i.e., Commissioner I and/or Commissioner II) are ineligible for post-season schedules unless approved by the Executive Board.
10. Neither Commissioner I nor Commissioner II may assign himself/herself to any basketball for IAABO Board #134 with the following exceptions:
 - a. Emergencies where officials didn't show up for an assignment, and the Commissioner to the deficiency was reported is able to cover (i.e., for the purposes of relations with the client and the Board's image).
 - b. A Commissioner assigning himself/herself to officiate a game or games is required to put in writing an explanation of all the circumstances surrounding the assignment(s) and to personally present them to the Board of Directors.

Approved by the Board of Directors on 08/20/2001

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Date: 10/29/96

Policy Statement No. 9

Subject: Game Cancellations

1. Inclement weather is the single most important factor in the cancellation of game assignments on a large-scale basis by Southern Maryland District Board 134, Inc. Officials should listen to local radio and TV stations for reports on major school and/or league system shutdowns.
2. Occasionally, some independent schools, recreation leagues and colleges will try to play their regularly scheduled games no matter what the weather conditions. It is the official's responsibility to make every attempt to arrive at the game site.
3. Officials should call the office of the Commissioner only when in doubt over the cancellation of a game.
4. In those instances when an official, for whatever reason, must turn back an assignment, then every attempt should be made by that official to give the office of the Commissioner at least twenty-four (24) hours advanced notice. If notice isn't provided the official is subject to a fine.
5. If an official, for whatever reason, substitutes a fellow official for a game, this action will be deemed a turn-back. This action is not condoned and should only be taken after an attempt to contact the office of the Commissioner(s) has been unsuccessful. A written notification must be submitted to the office of the Commissioner by the official originally assigned the game. If notification is not received, the assigned official is subject to a fine.

Approved by the Board of Directors on 11/12/96

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 6/15/2010

Policy Statement No. 10

Subject: Uniforms

1. The official uniform for the 2010 season and beyond, as determined by the Board of Directors, is as follows:

a. Members of this organization shall wear an IAABO Logo black and gray stripped shirt “V neck” (worn tucked in), black slacks, black socks, black shoes, a black, black IAABO jacket, Fox 40 whistle, and black lanyard for AAU, Adult Recreation, Military, Scholastic, and Youth Recreation assignments.

b. Members of this organization shall wear an IAABO Logo black and grey stripped shirt “V neck” (worn tucked in), black slacks, black socks, black shoes, black IAABO jacket, Fox 40 whistle, and black lanyard for MPSSAA High School Postseason assignments (State Playoffs Requirement - No IAABO patch).

c. IAABO Patch: •All Officials shall wear the IAABO patch on the left breast area of shirt.

d. MPSSAA Patch: All Officials should wear the State of Maryland MPSSAA white and gold patch on their right arm sleeve for High School and Middle School games.

2. Effective with the 1998-1999 season, the “V neck” shirt and an IAABO black jacket became the official uniform used by this Organization.

3. The Uniform Committee shall determine the uniform for summer league officials.

4. Failure to wear the proper uniform shall result in a member being admonished, fined, suspended (having the schedule withdrawn) or expelled.

Approved by the Board of Directors on 5/23/2002

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Date: 04/05/17

Policy Statement No. 11

Subject: Payment for Officiating Services

1. All working members of Southern Maryland District Board 134, Inc., will be paid for their officiating service according to the following:
 - a. Cash Games
 - b. Summer League Work (April 1 through August 31)
 - c. Winter League Work (September 1 through March 31)
2. All efforts will be made by the Treasurer to pay members in a timely manner at the completion of their work. The availability of money for payments is dependent on the flow of accounts payable by the leagues and school systems serviced. Accordingly, as money is received by Board 134, members will be paid in such a manner that no member(s) are always the first and/or last to be paid.

Approved by the Board of Directors on 04/05/17

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International Association of Approved Basketball Officials
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Date: 5/24/2002

Policy Statement No. 12

Subject: Fines

1. The Constitution and By-Laws of Southern Maryland District Board 134, Inc. provides for fining members as follows:

a. Games Missed:

1) High School Varsity/Junior Varsity/: \$50.00 or the game fee whichever is higher. Whoever starts a game finish it, except in cases of injury or illness.

2) Adult Recreation: \$50.00 or the game fee, whichever is higher

3) Youth Recreation (18 & under): \$50.00 or the game fee, whichever is higher.

b. Meetings Missed: \$50.00 for a non-excused absence for a required (mandatory) meeting (See Policy Statements #3 and #5)

c. Late to Game (defined as arriving less than 30 minutes before scheduled game time for High School Varsity/Junior Varsity games, and 15 minutes

before scheduled recreation game): Officials arriving late must contact the assigning Commissioner, the official on site must also contact the assigning Commissioner of partners status.

1) 1st offense: written censure

2) 2nd offense: half of game fee

3) 3rd offense: \$20.00 or game fee, whichever is higher

4) 4th offense: automatic suspension of remaining schedule

d. Game Turn backs with less than 24-Hour Notification: \$20.00 or game fee, whichever is higher.

e. Failure to report working alone, \$30.00 or game fee whichever is higher (See Policy Statement #8). The member working alone will get one-half of the fine for working the game alone.

f. There will not be a charge when an official has been given an overpayment for services rendered. If an official receives a notice of overpayment and has not reimbursed Board #134 for the exact amount of the overpayment, then the official will be docked for exact amount of the overpayment in their next paycheck.

g. Other: At Board of Directors discretion and relative to the best interests of the organization (generally reserved for breach of ethics).

Approved by the Board of Directors on 11/19/98

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International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 13

Subject: Residency

1. The geographic area serviced by Southern Maryland District Board 134, Inc., encompasses the state counties of Prince Georges, Charles, Calvert, St. Mary's, and Anne Arundel (south of Route 50).
2. It is the responsibility of each member to keep the Offices of the Secretary-Treasurer and Commissioner informed of any changes in residency and phone numbers.
3. Members who fail to notify the Secretary-Treasurer of changes in their residency run the risk of not having their membership in IAABO renewed, nor having their membership properly transferred upon their departure from Board 134.
4. Members are "Home Board" members if their residence falls within any of the counties. If a member does not reside in any of these counties, then that member is a "Dual" member to the organization.
5. It is the responsibility of each "Dual" member to maintain a membership status of "In Good Standing" with his home board. Notice by either the Home Board or the IAABO International Office that a "Dual" member is not "In Good Standing", or registered, with his home board will mean that the member can no longer be a member of the Southern Maryland District Board 134, Inc., until his status has been clarified. It is the "Dual" member's responsibility to have the status clarified and to have Southern Maryland District Board 134, Inc., notified in writing by his home board and the IAABO International Office.
6. The official policy of Southern Maryland District Board 134, Inc., is to not solicit nor encourage members of other IAABO board to take out a "Dual" membership but encourages any/all "Dual" members to give their initial game assignments to their home board. Board 134 may give preferences to "Home Board" officials in game assignments.

Approved by the Board of Directors on 5/23/2002

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 10/11/88

Policy Statement No. 14

Subject: Good and Welfare

1. It is sometimes necessary to inform the full membership of unfortunate happenings to members of Southern Maryland District Board 134, Inc. A large size organization often makes this a nearly impossible task, even when all attempts to do so have been taken.
2. All members are encouraged to contact the offices of the President, Secretary-Treasurer, Commissioner, or any Board of Director whenever there is news of this type so that appropriate follow-up action may be taken by the Board of Directors (representing the entire membership).
3. Members should not assume that the Board of Directors are aware of some type of situation. It is better to contact a Board of Director when in doubt rather than to let something slip by.

Approved by the Board of Directors on 10/11/88

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 10/15/99

Policy Statement No. 15

Subject: Mechanics and Floor Examination Programs

1. The purpose of the Mechanics and Floor Examination Programs is to provide the Chairperson, Membership Development Committee (MDC) and Rules Interpreter with a report on the officiating techniques of Transferees with less than 3 years of varsity experience, Applicants, Second, Third- and Fourth-Year members in Southern Maryland District Board 134, Inc. The Mechanics and Floor Examination Program is designed to spread examinations over the course of the season so that improvement/progress can be properly recorded.

2. The Chairperson, MDC and Rules Interpreter are responsible for selecting Board 134 members to conduct Mechanics and Floor Examinations utilizing the following criteria:

a. Active/Officiating or Active/Non-officiating members “In Good Standing”, with six (6) years of experience with Board 134; three (3) of the six (6) years of experience must have been as a varsity rated official.

b. Transferees must be varsity rated with a minimum of one year’s experience with Board 134.

c. Current year attendance at a rule’s interpretation clinic conducted by the Maryland State Rules Interpreter.

d. Attendance at 75% of Board 134’s current year general membership meetings as certified by the Secretary-Treasurer.

e. Well versed in the National Federation Rules and Officiating procedures.

3. Members selected to participate in the Mechanics and Floor Examination Program are expected to adhere to Board Policy, and the directions received from the Chairperson, MDC and the Rules Interpreter when conducting Mechanics and Floor Examinations. In addition, they must attend one (50%) of the mandatory development/training sessions approved by the Board of Directors for all members.

4. Mechanics and Floor Examinations will be conducted as follows:

a. Members administering the examination must observe the official(s) from fifteen (15) minutes prior to game time until the conclusion of the game.

b. Introduce himself to the official(s) and explain the examination procedure.

c. Observe the official(s)’ officiating techniques during the first half.

d. Critique the official(s) on first half officiating methods during half-time intermission.

e. Observe the official(s)’ officiating techniques the second half, looking for improvements in areas discussed during the half-time intermission.

f. Conduct a post-game critique of the official(s)’ officiating techniques during the second half.

g. At the conclusion of the post-game critique, provide the official(s) with a copy of the Mechanics and Floor Examination report and any written comments that are pertinent to the examination(s).

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h. One copy of the completed Mechanics and Floor Examination must be provided to the evaluation assignor (Rules Interpreter or Chairperson, MDC), not later than seven (7) days after the screening date to be paid.

5. Officials will not be administered more than two (2) Mechanics and Floor Examinations in a one-week period.

6. Members can only administer one Mechanics and Floor Examination, per official per game, and cannot administer an examination while working the game with the official.

7. Members may not administer a floor examination to any other member with whom a conflict of interest may be construed (i.e., mother, father, stepmother, stepfather, son, daughter, stepson, stepdaughter, brother, sister, step-brother, step-sister, cousin, aunts, uncles, etc.).

8. Officials will be charged, and members conducting the Mechanics and Floor Examination will be paid, at a rate per examination, as approved by the Board of Directors. Official rate \$20 – \$15 to Observer - \$5 to Assignor.

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Approved by the Board of Directors on 11/09/99

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Date: 11/13/99

Policy Statement No. 16

Subject: Annual Contributor's Award

1. The purpose of the Annual Contributor's Award is to recognize a significant contribution to the game of basketball by an administrator, coach, manager, or volunteer who has a record of sustained involvement.
2. To be eligible for the Annual Contributor's Award, a nominee must meet the following criteria:
 - a. Active in Southern Maryland District Board 134's service area
 - b. Principally serve as a volunteer; does not exclude paid position(s)
 - c. Have a tradition of service to basketball.
 - d. Directly or indirectly actively associated with the game of basketball.
 - e. Over 18 years of age
3. The Secretary-Treasurer of Southern Maryland District Board 134, Inc., in consort with the Chairperson of the Honorary Committee, is responsible for the Annual Contributor's Award program.
4. The Board of Directors, Southern Maryland District Board 134, Inc., will make the final selection for the Annual Contributor's Award from a list of nominees submitted by the Honorary Committee. It is not mandatory that an award be made every year.
5. The Annual Contributor's Award will be presented at the annual banquet. The recipient of the Award and one (1) guest will be invited to attend the banquet as the guests of Southern Maryland District Board 134, Inc.
6. The Annual Contributor's Award Form will be utilized to nominate individuals to the Honorary Committee for consideration as a Contributor's Award recipient.

Approved by the Board of Directors on 11/20/96

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Southern Maryland District Board No, 134. Inc.

Date: 10/15/99

Policy Statement No. 17

Subject: Official's Award

1. The purpose of the Official's Award is to recognize a Southern Maryland District Board 134, Inc., official who has made a major contribution to basketball officiating through:
 - a. Longevity
 - b. Level of Achievement
2. To be eligible for the Official's Award, a nominee must meet the following criteria:
 - a. Southern Maryland District Board 134, Inc., official for a minimum of five (5) years.
 - b. Made a significant contribution to Southern Maryland District Board 134, Inc. and works assignments assigned by the Office of the Commissioner.
 - c. Over 18 years old
3. The selected recipient shall be presented with the Joe Mitchell Award.
4. The Secretary-Treasurer of Southern Maryland District Board 134, Inc., in concert with the Chairperson Honorary Committee, is responsible for the Joe Mitchell Award.
5. The Board of Directors, Southern Maryland District Board 134, Inc., will make the final selection for the Joe Mitchell Award from a list of nominees submitted by the Honorary Committee. It is not mandatory that an award be made every year.
6. The Joe Mitchell Award-will be presented at the annual banquet. The recipient of the Award and one (1) guest will be invited to attend the banquet as the guests of Southern Maryland District Board 134, Inc.

Approved by the Board of Directors on 5/23/2002

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Southern Maryland District Board No, 134. Inc.

Date: 10/15/99

Policy Statement No. 18

Subject: Official's Service, First Year Membership and First Year Varsity Awards

1. The purpose of the Southern Maryland District Board 134, Inc., Official's Service, First Year Membership Year and First Year Varsity Year is to recognize Active/Officiating members who, over a period of years, have provided officiating services to Board 134.
2. To be eligible for the Southern Maryland District Board 134, Inc., Official's Service Award, a member must be:
 - a. An Active/Officiating member in Good Standing
 - b. Recommended by the Honorary Committee to the Board of Directors
3. Applicants, Active/Non-officiating and Honorary members are not eligible for Board 134's Official's Service Awards. They may, however, be recommended by the Honorary Committee for other Board 134 and International Association of Approved Basketball Officials (IAABO) awards.
4. The following criteria will be utilized in determining the category of award for eligible Active/Officiating members:
 - a. Year Active/Officiating member was accepted by Board 134 into membership will be established as the base year. The base year, once established, will be the year used for computing inclusive years of service and determining the category of service award member is eligible to receive.
 - b.
5. All Southern Maryland District Board 134, Inc., Awards must be approved by the Board of Directors prior to their issuance to recipients.
6. Categories of Awards:
 - a. Five Year Service Award: Awarded to members who have completed five years of active membership in Board 134. The member must also meet eligibility requirements established in paragraph 2.
 - b. Ten Year Service Award: Awarded to members who have completed ten years of active membership in Board 134. The member must also meet eligibility requirements established in paragraph 2.
 - c. Fifteen Year Service Award: Awarded to members who have completed fifteen years of active membership in Board 134. The member must also meet eligibility requirements established in paragraph 2.
 - d. Twenty Year Service Award: Awarded to members who have completed twenty years of active membership in Board 134. The member must also meet eligibility requirements established in paragraph 2.

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e. Twenty-Five Year Service Award: Awarded to members who have completed twenty-five years of active membership in Board 134. The member must also meet eligibility requirements established in paragraph 2. Officials in this category, upon recommendation by the Honorary Committee, subject to the approval of the Board of Directors, will become an Honorary member when officially retired from Active/Officiating membership.

7. Southern Maryland District Board 134, Inc., 15, 20, 25 years and higher Awards will be presented at the annual banquet. Five- and ten-year Awards will be presented at the last meeting of the membership year.

8. First Year Membership and First Year Varsity Awards:

a. The Chairman of the Membership Development Committee shall recommend to the Board of Directors the official considered to be the best entering his first year of full membership and the official considered the best entering his first year Varsity status.

b. The Chairman, MDC's recommendation shall be made at the conclusion of the winter season and no later than March 31st.

c. The recommendations for the First Year Membership Award shall be based upon the Applicant and the year records combined; and the First Year Varsity Award shall be based upon the demonstrated ability to advance to Varsity Status.

d. Both the selected officials shall be honored at the annual banquet with an appropriate plaque or gift.

e. The selected First Year of Membership Recipient shall be presented with the Honorary Joe Chase Award.

f. The selected First Year of Varsity Status Recipient shall be presented with the Honorary Charles Ball Award.

g. The Board of Directors shall have final approval over the officials selected for these two awards.

9. The Honorary Committee, in consort with the Secretary-Treasurer, is responsible for administering the Official Service Awards program for Southern Maryland District board 134, Inc.

The Approved by the Board of Directors on 10/15/99

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/09/99

Policy Statement No. 19

Subject: Sexual Harassment

1. Southern Maryland District Board 134 recognizes the need to maintain an environment free from sexual harassment. The Board of Directors regard sexual harassment as a form of misconduct which undermines the integrity of Board 134.
2. Sexual harassment is a form of misconduct by a member of Board 134 which is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when the harassment creates a hostile or offensive environment. Sexual harassment may take the form of comments, nonverbal gestures, or physical actions. Such inappropriate behavior includes sexual innuendo, sexual advances, verbal abuse of a sexual nature, and unwanted physical contact.
3. The official policy of Southern Maryland District Board 134, Inc., is to:
 - a. Provide an environment free from sexual harassment.
 - b. Communicate that Board 134 will not tolerate inappropriate conduct of a sexual nature, which is offensive to the recipient.
 - c. Investigate with objectivity allegations of sexual harassment by an individual (another member, player, coach, team, attendant, athletic director, etc.) affiliated with the services provided by Board 134.
 - d. Take appropriate disciplinary action where facts substantiate the allegations of sexual harassment.
 - e. Treat such investigations with confidentiality, recognizing the serious nature of the complaints and the possibility of personal harm resulting from false or exaggerated claims.
 - f. Prevent retaliation against the individual who reports sexual harassment and treat retaliatory actions as grounds for disciplinary action.
 - g. Request individuals act responsibly in reporting instances of sexual harassment and when false claims are made, take appropriate disciplinary action against the members and actions deemed appropriate by the Board of Directors toward other individuals.
4. Any individual who believes that he had been subjected to sexual harassment must:
 - a. Respond to the problem by making their feelings clear. The individual cannot assume the member realizes their behavior is offensive.
 - b. Record the specifics of the incident(s), such as the times, place and include others who might have observed the incident(s) or your reactions.
 - c. Report the complaints. Individuals should not have reservations about reporting the incident(s). Complaints should be sent in writing, to the President, or another member of the Board of Directors for investigation.
5. When the Board of Directors determines a reported incidence is indeed sexual harassment, this can result in the offending member being admonished, fined, suspended or expelled.

Approved by the Board of Directors on 10/06/93

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 20

Subject: Varsity Status

1. Shall be determined by the Commissioner-I.

Approved by the Board of Directors on 5/23/2002

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 10/12/94

Policy Statement No. 21

Subject: Members and Transferees for Varsity Status

1. If Transferees to be considered for Varsity status with the Southern Maryland District Board 134, Inc., the following requirements must be met:

- a. Minimum of four (3) years of basketball officiating experience
- b. Previous year's officiating schedule must be submitted to the Chairman, Membership Development Program. Contacts for verification of the schedule must also be submitted with schedule (contact name, address, and phone numbers)

2. The Membership Development Committee (see Policy Statement #5) must also evaluate transferees.

Approved by the Board of Directors on 10/12/94

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/09/94

Policy Statement No. 22

Subject: Board of Director Members and Positions

1. Effective the 1996-1997 basketball season, the members on the Board of Directors will not hold more than one non-elected position (i.e., chairperson of a committee, Assistant Commissioner, etc.).
2. The Board of Director would be able to decide which (non-elected) position he or she would prefer to serve for the Southern Maryland District Board 134, Inc.

Approved by the Board of Directors on 11/09/94

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 5/24/2002

Policy Statement No. 23

Subject: Quality Improvement Program

1. The purpose of the Quality Improvement Program is to improve the overall quality of Southern Maryland District Board 134, Inc. officials, provide the office of the Commissioner with an additional tool in matching an official's ability to game assignments, and provide information to the office of the Commissioner for game assignments for the following season.
2. The assignment of observations for the officials is the responsibility of the Quality Improvement Program (QIP) Chairperson. The QIP Chairperson will be an appointed position by the President and approved by the Board of Directors.
3. All officials transferring into Board 134, Fifth, Sixth and Seventh Year shall be observed two (2) times during the season and observed by two different observers. Officials in their Eight Year or more shall receive a minimum of 2 Evaluations. Observations/Evaluations will be done only during high school games either during the summer or winter season.
4. The QIP Chairperson is responsible for selecting observers to conduct QIP observations utilizing the following criteria:
 - a. Have a minimum of three years of college refereeing experience or ten years of overall experience and recently attended at least two refereeing camps/clinics.
 - b. Not be a current working IAABO 134 official.
 - c. Current year attendance at a rule's interpretation clinic conducted by the Maryland State Rules Interpreter's meeting.
 - d. Well versed in the National Federation Rules and Officiating procedures and passage of the current National Federation test (both Active/Officiating and Active/Non-Officiating observers).
 - e. Attendance of meeting with the QIP Administrator prior to the beginning of the officiating season.
 - f. Attendance of 50% of Board 134's current year general membership meetings as certified by the Board of Directors.
5. Observers selected to participate in the QIP are expected to adhere to Board 134 Policy, and the directions received from the QIP Chairperson when conducting observations/evaluations.
6. Quality Improvement Program observations/evaluations will be conducted as follows:
 - a. Observers/Evaluators administering the observations/evaluations must observe the official(s) from fifteen (15) minutes prior to game time until the conclusion of the game.
 - b. Notify official(s) they are being observed/evaluated and explain the observation/evaluation procedure.
 - c. Conduct a post-game critique with the observed/evaluated official(s) to review performance and provide constructive feedback.
 - d. Provide the official(s) with a copy of the observation/evaluation report and any written comments that are pertinent to the observations within (72) hours of the conclusion of the game.

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

- e. One copy of the completed observation report must be sent to the QIP Administrator, not later than five (5) days after the observation date to be paid.
 - f. Notify the QIP Chairperson at least twenty-four (24) hours in advance, or earlier, if unable to complete assignment.
 - g. Complete all accepted observations/evaluations.
7. Observers can administer two (2) officials during one game.
8. The QIP Administrator shall submit an observation report to the Board of Directors by the end of the current season (March). The report will include statistics on the officials observed/evaluated, number of observations/evaluations, average and range of scores, rankings of officials, the number of observations/evaluations by observer, recommendations for improving the program, etc.
9. The QIP Chairperson shall be paid, at a rate per examination, as observations and the compensation for observers shall be the same as for evaluations approved by the Board of Directors. The financial assessment to officials under the Membership Development Program.
10. Compensation rate for observations shall be as follows: \$20 per observation. \$15 for the Observer and \$5 for the person that assigns the observer.

Approved by the Board of Directors on 5/23/2002

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/24/94

Policy Statement No. 24

Subject: Officiating Complaint Process

1. Southern Maryland District Board 134 recognizes situations that may occur where complaints are received regarding the service provided in Board 134's geographic area. Such complaints could undermine the integrity of Board 134.
2. The official policy of Southern Maryland District Board 134, Inc., is to:
 - a. Respond to all complaints received in writing from a league administrator, school athletic director, personnel from MPSSAA, etc.
 - b. Notify the representative of our official policy and let them know the Board of Directors will investigate the accusation in question.
 - c. Contact the official(s) under question, notify them of the complaint and ask for a written response regarding their position.
 - d. Use the Office of the Commissioner, the Chairperson MDC, Rules Interpreter, QIP Administrator and/or others to gather additional supporting information.
 - e. Approve a course of action by the Board of Directors based on recommendations brought before it.
 - f. Communicate the course of action, in writing, regarding the complaint to the representative and official(s) and inform each of the opportunity to appeal the action to the Board of Directors.
3. If the Board of Directors determines a reported complaint is detrimental to Board 134, the offending member(s) could be admonished, suspended, or expelled from the league, school, or Board 134; or fined. If the complaint is unjustified, no action will be taken toward the member(s) and additional action may be taken toward the league or school.

Approved by the Board of Directors on 11/28/94

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/20/96

Policy Statement No. 25

Subject: Dues and Assessments

No refunds or discounts will be given to members who change their membership status or whose personal situation has changed after dues or fees have been assessed.

Approved by the Board of Directors on 11/28/94

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/19/96

Policy Statement No. 26

Subject: Grievance Policy

1. Southern Maryland District Board 134 recognizes that all members are entitled to fair and consistent treatment and to prompt consideration of member complaints. When members cannot resolve problems or when they feel unfairly treated, members are entitled to use this Organization's grievance procedure without fear of prejudice or reprisal and with full assurance that their confidence will be respected.

2. A Grievance Committee will become a standing committee of this Organization. The President will select the Chair of the Grievance Committee to a two-year term and solicit volunteers from the membership for participation on the Grievance Committee. The Chair will select sixteen (16) members in good standing to serve on the Grievance Committee.

3. The official policy of Southern Maryland District Board 134, Inc., is:

- a. This procedure shall accommodate discussion and resolution of problems or issues with discipline issues, fines, suspensions, game assignments, ruling on varsity or non-varsity status, compensation, etc.
- b. Initially, a member shall discuss a grievance situation with the concerned party to reach a solution.
- c. If a solution is not reached, the member should file a written complaint with the concerned party, Chair, Grievance Committee, President, and Secretary. The written complaint should contain the substantive points relating to the grievance and the redress desired.
- d. The Chair, Grievance Committee will send a notice to the concerned parties with the roster of the sixteen (16) Grievance Committee members and a communication that each party may strike up to five (5) committee members respectively from participation on the final Grievance Panel and submit a list of up to two (2) potential witnesses to the Chair.
- e. The Chair shall select the three (3) member Grievance Panel from the remaining committee member pool and inform the concerned parties of the grievance hearing date, time, location and process.
- f. Each party must submit to the Chair a list of potential questions it wishes the Grievance Panel to ask of witnesses called by the other party. The panel has the discretion to ask these questions or not, but the opposing party shall not be allowed to personally cross-examine a witness. After testifying and answering questions, the witnesses shall be excused. They may be recalled by the committee.
- g. Each party shall present a brief opening statement of intentions. Then, each party shall present either oral or documentary evidence of relevant events. Each party shall have ten (10) minutes respectively for the opening statement and evidence presentation. Five (5) copies of all documentation must be provided to the three (3) panel members, the Chair of the Grievance Committee, and the other party.
- h. Each party shall offer a five (5) minute closing statement to conclude the hearing.

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

i. The Chair shall have the responsibility of compiling the decision of the Grievance Committee and determining whether a verbal decision can be given on the date of the hearing. A report shall be submitted to the concerned parties, President and Secretary and may include, but is not limited to:

- a description of the procedural aspects of the hearing including the names of the parties and witnesses, the dates called, the number of meetings required, and generally, the progress of the hearing.
- a clear and concise recitation of the facts determined during the hearing;
and
- a statement of the decision of the Grievance Committee.

j. Any member who has initiated a grievance complaint, but is no longer desirous of pursuing it, may terminate the procedure at any point by stating a desire to do so in writing to the concerned party, Grievance Committee Chair, the President, and Secretary. The Chair may also terminate the procedure at any point if it is determined that the complainant has failed to take, in a timely fashion, the necessary actions required by this policy or otherwise impede the effective resolution of the complaint. If such an action is necessary, all parties shall be informed in writing.

k. The decision of the Grievance Committee may be appealed to the Board of Directors. The entire process should be remedied within forty-five (45) days of receipt of the initial grievance.

Approved by the Board of Directors on 10/26/98

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 11/15/99

Policy Statement No. 27

Subject: Professionalism Policy

1. It is the responsibility of officials to arrive at their game assignments on time and not late (see Policy Statement No. 12 Section 1c for what is late).
2. Each member of Southern Maryland District Board 134, Inc., must adhere to the following practices concerning the dress attire to a game assignment:
 - a. For high school varsity and junior varsity games, men should wear a collared shirt (tie is optional), sport coat or sweater and slacks (no blue jeans) and dress shoes (no gym shoes). For all high school varsity and junior varsity games, women should wear a dress; a blouse with either a skirt, slacks (no blue jeans), or dress shorts; and dress shoes (no gym shoes). A jacket or sweater is optional.
 - b. If a high school is not equipped with changing facilities or the official is arriving from another IAABO 134 assigned basketball game, the official may come dressed in their officiating uniform (see Policy Statement No. 10).
 - c. For all other winter league school and recreation games, and all summer league games, officials may arrive dressed in their officiating uniform (see Policy Statement No. 10).
 - f. Under no circumstance should an official wear a sweatsuit to an IAABO 134 game assignment.
3. Officials should avoid the appearance of any improprieties regarding the acceptance of a game assignment. If you have a relationship with a school (you work at the school, have a child that attends the school, acquainted with the coach), don't accept the assignment, and communicate your reasons to the Office of the Commissioner.
4. Officials should avoid the appearance of any improprieties while at a game assignment. Don't sit in the stands with or near either coaches or their staff. Don't go to a game assignment or sit in the stands with your game uniform on if you smell or are under the influence of alcohol.
5. During the time of your on-court jurisdiction, officials should communicate to players, coaches, table personnel and fans with a pleasant demeanor, using good facial expressions. If the situation warrants a discussion with a coach, attempt to bring both coaches together to briefly explain a ruling.
4. Officials should contact the Office of the Commissioner immediately following a game if an unusual situation occurs: a fight; a player is ejected from a game; a player, coach or official is bodily harmed; an official is assaulted (verbally or physically) before, during or after a game; a rescue squad is called to your game; or a game is suspended or forfeited.

Approved by the Board of Directors on 11/09/99

Policy Statements
International Association of Approved Basketball Officials
Southern Maryland District Board No, 134. Inc.

Date: 08/31/09

Policy Statement No. 28

Subject: Background/Security Investigations

1. Members of Southern Maryland District Board 134, Inc. must adhere to the Background/Security Investigation at the request of serviced organizations.
 - a. Failure to adhere to the request for a Background/Security Investigation by a serviced organization will result in the removal of schedule from Clients(s)/League(s) that IAABO Board #134 Services.
 - b. If, upon completion of a Background/Security Investigation by any Client(s)/League(s) that IAABO Board #134 Services, it is revealed that there is information to exclude you. from officiating, your schedule will be removed until the information is updated by the appropriate investigative services.
 - c. All fees for Background/Security Investigations are the responsibility of the individual members of Southern Maryland District Board 134, Inc. These fees include, but not limited to Background Investigations and Fingerprinting services.

Approved by the Board of Directors on 08/31/00