

Adopted on 11/27/2025



Temple Basketball Official's Association Policies & Procedures

Revised & adopted as of 11/27/2025

ELECTION OF BOARD MEMBERS

ELECTIONS: The election of the President, Assistant Assignor of Officials, Treasurer, one Trainer and Representatives from Divisions 1, 3 and 5 shall occur on the last regular scheduled meeting on season years that end in an odd number. The election of the Vice-President, Assignor of Officials, Recording Secretary, one Trainer, Member at Large/Sergeant of Arms and Representative from Divisions 2 and 4 shall occur on the last scheduled meeting on season years ending in an even number.

TERM OF OFFICE: The term of office for the Executive Board Members will be from April 1 through March 31 of the following year. Terms run for two years respectively.

ELIGIBILITY: The following restrictions apply regarding elections to the Executive Board of the Chapter.

All candidates seeking to serve on the TBOA Executive Board must be members in good standing. If a candidate will not be officiating, they must pay both THSBOA & TBOA dues, take and pass all exams & meet meeting attendance requirements for member in good standing to fill a board position (scrimmage work & evaluations not required). Members who serve in ex-officio capacity & not actively officiating games are only required to pay TBOA dues.

A member may only serve as a division representative for the division in which He or She is classified in.

The following restrictions apply to each Division Representative and will be elected based on the number of years and experience. Division reps will be divided into the following five categories:

DIVISION:	LAST NAME BEGINNING WITH:
Division One	Alphabet A-E
Division Two	Alphabet F-I
Division Three	Alphabet J-M
Division Four	Alphabet N-S
Division Five	Alphabet T-Z

NOMINATIONS: The President or Vice President, depending on which position IS NOT up for election, shall appoint a Nomination/Election Committee. The committee shall consist of three Chapter members not running for office, with the senior member being the Chairperson. All nominations will be made from the floor or in writing to the committee chairperson.

ELECTION PROCESS

The methodology used in conducting the regular/annual elections will be as follows:

The election of the President, Assistant Assignor of Officials, Treasurer, one Trainer and Representatives from Divisions 1, 3 and 5 shall season years that end in an odd number. The election of the Vice-President, Assignor of Officials, Recording Secretary, one Trainer, Sergeant of Arms and Representative from Divisions 2 and 4 shall occur on season years ending in an even number.

The election of all positions will be conducted by Arbiter or another electronic format used by TBOA. The election period will open at noon the day after the last opportunity for nominations and will close at noon the day prior to the scheduled meeting for election results, allowing for seven (7) days voting online. The voting period will not be re-opened once it is closed.

The Chairperson and the members of the Nomination/Election Committee, appointed by the President or Vice President, will be responsible for managing nominations and the voting procedures. The Chairperson will be identified to oversee the process/procedures. The Chairperson will record the results on an official form/format and will announce the results of the election. The Chairperson will hand over all

documents to the Recording Secretary for recording and filing. The President or Vice President will validate the election results before recording and filing.

No person who has been nominated for a board position will be involved in any activities associated with the election process to include the Nomination/Election Committee.

Election winners will be determined by a majority vote of the TBOA members in good standing.

Absentee voting will use the following guidelines:

Prior to the election, a member in good standing must submit a ballot in a sealed envelope to their Div. Rep. with their signature across the seal. The Div. Rep. will submit the envelope to an Election Committee member. Who will then submit the sealed envelope to the Chairman of the Election Committee to be counted with all votes cast per the election.

Members may vote in absentee via email. Emailed votes shall be sent from the voting member's registered email account specified in chapter assignments software (Arbiter) as the member's official contact email address. The vote must be sent to the member's Div. Rep. and copied to the Chairman of the Election Committee. Note: when submitting an emailed absentee ballot the member forfeits total confidentiality per the above requirement to use their registered email address so to provide means for member standing being considered.

Newly elected EC officers and Div. Reps. (not already on the BOD) will sit in and observe future BOD meetings until they assume their new roles starting on 1 April.

BOARD MEMBER VACANCY

Should the **President** resign, be removed, or be unable to meet the obligations of the office, the Vice President shall assume the office of President until a special election can be held to fill the remaining term. Nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting by the Election Committee using the election procedures as outlined above. Absentee ballots can be accepted in the special election. Should the vacancy occur during the off season, (defined as the time between the last scheduled chapter meeting of the past season to the first scheduled chapter meeting of the new season) the Vice President will fill the position until an election can be held. In this case, a special chapter meeting will be called within 30 days of the vacancy. A special election will be conducted during that

meeting to elect a new President by the Election Committee using the election procedures as outlined above.

Should an **EC Office Member** (other than the President) resign, be removed, or be unable to meet the obligations of the office, the President shall appoint a qualified member (approved by the EC) to fill the position or until a special election can be held. If a special election is to be held, nominations will be taken at the next chapter meeting after the vacancy. A special election will be conducted at the next meeting to elect the new EC officer by the Election Committee using the election procedures as outlined above (Election Process). Absentee ballots can be accepted in this special election. Should the vacancy occur during the off season, the President will appoint a qualified member (approved by the EC) to fill the position until a special election can be held at the second General Membership meeting of the new season. Nominations for the office will be taken at the first meeting of the new season.

Should a **Division Rep.** resign, be removed, or be unable to meet the obligations of the office, the alternate shall become the new Div. Rep. and serve out the unexpired term of office and shall appoint a new alternate (approved by the Executive Committee) from within the division. Should an alternate Div. Rep. resign, be removed, or be unable to meet the obligations of the office, the Div. Rep. shall appoint a new alternate (approved by the Executive Committee) from within the division to serve out the unexpired term.

FILLING A VACANCY IN SEASON: To fill a vacancy that occurs during the season, the President will announce at the next General Membership meeting or by electronic device, that nominations are open and an election will be held two weeks from that meeting to replace said vacancy.

EXCEPTIONS: Should a vacancy occur between March 31 and November 1st of the following year, the President may appoint (with board approval) a qualified member in good standing until an election can be properly held.

VOTING ELIGIBILITY: All active and inactive members (providing dues and any fines or fees are paid and up to date) are eligible to vote.

NO MULTIPLE POSITIONS: No person will hold/serve in more than one **voting** position on the BOD at the same time.

REMOVAL OF BOARD OF DIRECTORS MEMBER

Any member of the BOD is subject to removal from office for unfavorable findings after investigation has been completed by the TBOA Ethics Committee and a proper hearing with notification of ruling by the TBOA BOD. If removal is required by the BOD the following procedures shall be observed:

Upon notification in writing the accused member shall have the due process privilege to appeal to the BOD no later than seven (7) calendar days after the date of his/her notification.

If the member fails to appeal within this designated time frame the due process his/her privilege to appeal is forfeited.

If the appeal is upheld then no further action is required unless the member denied an appeal or wishes to take his appeal to the membership, the member in question will be suspended from the BOD pending a vote of the chapter's entire membership.

If an appeal is taken to the membership, the President or Vice President will call a special meeting at which time the BOD will have ten minutes to present their findings and the accused member will be given a ten-minute rebuttal. A majority affirmative secret ballot vote of members present will be required to formalize removal of the member from office.

If the member is removed or resigns from office, nominations to fill the office will take place at the next scheduled meeting and a special election will take place at the following meeting to fill the unexpired term. Should this vacancy occur during the off season the President will appoint a qualified member to fill the position (with approval of the BOD) until a special election can be held at the beginning of the new season.

REMOVAL OF BOARD MEMBER FOR ABSENCE/NO-SHOW

For the removal of a Board Member for unexcused absence or No-Show the following procedure shall be observed:

If any member of the board fails to attend a scheduled BOD meeting due to an unexcused absence or No-show and no alternate present, the Recording Secretary shall annotate the absence in the meeting's minutes and if the absent member is a Division Rep will contact the division's alternate to determine if they were contacted by the Division Rep to attend the meeting in their absence. The alternate will be informed that their division was not represented and provided a copy of the minutes to share with their respective division's members.

In all instances of a board member's unexcused absence or No-show, the Vice President (or President in the absence of VP) will contact the absent Board Member to issue a verbal notification that a written warning will be put on a TBOA Memorandum for the Record within 48 hours.

The Vice President (or President in the absence of VP) will complete the TBOA Memorandum for the Record and will provide a copy to the member and the original will be given to the Recording Secretary for filing with the chapter's historical documents.

If the member has a second unexcused absence or no-show, the member will automatically be removed from the position in which they are serving. The VP, or Pres if member removed is VP will contact the member to inform him/her of their removal from office.

If the affected member is a Division Rep the VP will contact the alternate to inform him/her they are the new Div. Rep. for the remainder of the unexpired term. The new Div. Rep. will be responsible for appointing a new alternate from within that division and approved by the BOD.

COMMITTEES

A. Audit Committee shall consist of the Vice-President, as chair, two (2) BOD Members, and two (2) General members appointed by the TBOA President whose duty it shall be to audit the monthly and annual Treasurer's reports at the end of each season, and report findings to the BOD and the TBOA membership.

B. Ethics Committee:

Every TBOA member is required to comply with the TBOA Code of Ethics detailed here:

Charges of ethics violations against members must be presented in writing to the Vice President. The Ethics Committee will conduct its business as outlined in the Constitution to determine if a member has committed a violation and if so, what penalties to levy, which may include but are not limited to verbal reprimand, fines, and probation. All Ethics Committee penalties will be reviewed by the BOD. Any penalties to be passed down will be discussed and voted on by the BOD and the member provided an opportunity to appear before the BOD to plead his/her case. BOD rulings can be appealed to TBOA membership.

If the Vice President determines the charges against the accused member are of such a serious nature that they could result in an extended suspension or possible expulsion, the matter will automatically bypass the Ethics Committee and be brought to the BOD for review, disposition, and actual penalty to be levied. If the BOD determines a member should receive a penalty, the member will be contacted by the Vice President to be informed of the date time and location and afforded the opportunity to appear before the BOD to exercise their privilege to appear and plead their case. A final decision will be made by the BOD following the member's appearance. If the member fails to appear, the decision of the BOD will be final.

Ethics Committee Members shall be appointed by the President and whose duties it shall be:

1. Confidentially investigate disciplinary problems that are formally brought to their attention in writing by TBOA members.
2. Report its findings and any recommended resolutions or proposed disciplinary actions to the TBOA BOD.
3. TBOA BOD shall gain majority vote for any proposed resolutions/findings.

C. Ad-Hoc & Special Committees shall be appointed by the TBOA President or Vice President (in the absence of the President) and approved by the BOD as deemed necessary to execute the work of the TBOA.

PROGRAMS

The Executive Board is primarily responsible for the chapter's programs.

The President will oversee all programs. It is recommended that the programs include the following subjects: Ethics; The Constitution/By-Laws; Basketball Rules Changes; 3 Person Exam; 2 Person Exam; Mechanics Exam; Protocol with Coaches/Administrators; Mentoring New Officials; Selection Process for Play-off and Post Season assignments; and any other subjects he or she deems necessary and appropriate for the organization.

DUES, FINES & ASSESSMENTS

The annual dues, fines, and assessment for regular and associate members shall be as follows:

Chapter Early Bird rate of \$110.00 to be paid the day of the last general membership meeting of the year. ***This is the only opportunity for members to pay Early Bird rate.***

Any member present who wishes to pay Early Bird rate can do so upon notification at that time to the chapter Treasurer of their intent to do so within 30 days after the meeting date.

Regular chapter dues for all members are \$155.00 or as determined by the Executive Board yearly.

*****NOTE*** All dues and eligibility requirements must be met and paid 1 November in order to receive game assignments or until dues are paid and eligibility requirements are met.**

Chapter fines for missing an assignment \$80.00 Regular Varsity Game Fee or Middle School game fee as applicable.

Chapter fines for missing the required number of meetings \$50.00.

Chapter fine for first un-excused turn-back of assigned game is \$10.00 each thereafter will be \$20.00.

Chapter fines, fees and assessments must be paid no later than seven (7) days (1 week) after notification. Any failure to pay within timeframe will result in removal of scheduled game assignments until balance has been paid in full.

******Members are considered in good standing so long as they meet all other requirements and have paid all required dues, fines, fees and/or assessments for the season year through 1 November of the following year.******

RULES/REGULATIONS FOR INDIVIDUAL MEMBERS

DEADLINE FOR PAYING DUES/ ASSESSMENTS:

Payment of dues and assessments must be paid as follows:

State dues must be paid by deadline as determined by THSBOA, usually before 1 July or as stated during that season.

TBOA Chapter dues are payable on or before 1 September, for the subsequent season. There will be a \$25 penalty for late payment postmark on or after 1 September.

Special Assessments may be proposed and collected by the Board at any date of their choosing, provided such assessment has been approved by majority vote of the members present at a properly called meeting.

MEETINGS ATTENDANCE: All members are required to attend a minimum of 50% of the regular meetings and the annual Rules clinic each **year prior to 15 December as set to establish member standing eligibility**. Members not attending minimum scheduled meetings will be deemed as "Members NOT in good standing" and removed from scheduled game assignments.

EVALUATIONS/SCRIMMAGES: Must work a minimum of one (1) chapter scrimmage or receive chapter fine of one varsity game fee and have a minimum of two (2) evaluations (one full game each) during chapter preseason training to be eligible for post season assignments.

COMPLIANCE WITH UIL'S CODE OF ETHICS: The official's Code of Ethics must be complied with by all members of TBOA, particularly in relation to the acceptance game assignments at their former school, schools in which there is an inherent conflict of interest or soliciting games for themselves or for others.

REPORTING OUTSIDE CONTACTS TO OFFICIATE: Any member of TBOA who is contacted to officiate by any coach, school official, UIL, or any other person or agency must notify the President and the Assignment Secretary immediately, if the official's Division Representative cannot be contacted. Once the Division Representative is notified, he/she must immediately inform the President and Assignment Secretary.

POTENTIAL CONFLICTS OF INTEREST

In accordance with the state governing body's policy, an official shall not officiate a game for any school where: They have relatives who are students, players, employees or any school from which they graduated less than 5 years previously.

EVALUATION ASSIGNMENTS

The Assignments Team will assign scrimmages to members of the TBOA & or Self Assign will be made available for members to attend (2) full game slots. Each member must work a minimum of (2) full games and receive evaluations for each to be considered for playoff game assignments.

SCRIMMAGE ASSIGNMENTS

The Assignments Team will assign scrimmages to members of the TBOA. Each member must work a minimum of one (1) full scrimmage **in order to receive regular game assignments as a member in good standing**. Members are required to be on hand the duration of the scrimmage session in order to receive credit for attendance. Assigned scrimmages will be considered with same standing as regular game assignments and are subject to the same attendance requirements as a regular season game. **Officials are expected to be on hand for the duration of the scrimmage.**

UNIFORM REQUIREMENTS

The uniform worn by members of the TBOA will conform to that specified in the current year's Officials Manual and as approved by the state governing body.

The authorized uniform consists of:

THSBOA Jacket- Varsity Mandatory – JV Optional (All must wear the same identical jacket if a member of the crew does not have the authorized THSBOA jacket, then no jacket will be worn. Crew Chief or U1 if Crew Chief negligent will notify the chapter Vice President regarding member not having their jacket so that necessary corrective measures/actions can be taken with possible final board determination of punitive actions after second offense).

Black & white vertical stripe "V-neck" shirt with black wide panel and a dye-sublimated American flag on left sleeve and sublimated THSBOA logo on right sleeve (all crew members are required to wear identical shirts)

Black slacks, black socks, black shoes, black lanyard, and black plastic whistle (regular Fox 40 preferred).

Shoes will be solid black except for the shoe brand name.

Slacks made of denim material or jogger style athletic pants will not be worn. (Padula or Lululemon are not authorized)

Failure to adhere to the uniform requirements for varsity and sub-varsity assignments will result in a written warning for the first offense and then reported to TBOA Board of Directors the second offense for board review and any punitive or corrective measures taken.

Each TBOA member will ensure that his/her hair (including mustache and beard) is neatly trimmed, and shoes and uniform are neat, clean and present a Professional appearance.

All officials will stand tableside facing the flag for the playing of the national anthem. If an official is uncomfortable standing for the national anthem they must remain outside the visual confines of the court until the completion of the anthem.

Street clothes worn to/from game sites must be neat and clean. Business Casual dress is preferred for regular season contests and mandatory for all post season game assignments. **Shorts of any kind, tank tops, and flip-flops are not appropriate for wear to/from game sites.**

REFEREE DUTIES

The Referee will be responsible for hosting pre, during and post-game conferences with all officials immediately prior to any Varsity game and when possible before any sub-varsity game. The referee is also responsible for completing any required incident report via the UIL Arbiter website within the required timeframe per UIL guidelines.

OFFICIAL MECHANICS

Only officiating mechanics approved by the NFHS along with Texas exceptions may be used in UIL games. The Referee is responsible to see that the game officials utilize proper mechanics. Violations are to be reported to the President, Vice President and Chapter Rules Interpreter.

CHAPTER SCRATCH POLICY

The TBOA Scratch Policy will be reflective of the current UIL scratch policy. This applies to schools that request to scratch officials and officials who wish to scratch other officials.

SCHEDULE CHANGES BY OFFICIALS

All game assignments are made in accordance with an official's availability as set forth by the official and are the responsibility of the assigned official until he/she is notified by the appropriate Assignor that a suitable replacement official has been notified and has accepted the game assignment. Leaving a message (voice or text) or sending an email to the Assignor to be released from a game by an assigned official **does not constitute a cancellation**, nor does leaving a message with another party constitute cancellation. Officials must utilize the TBOA Turn Back Request Form on the TBOA website to request any changes or removals from game assignments. If the change is within 24 hours, direct contact, meaning a phone call to the Assignors, President & Vice President, followed by an email to all and completing the TBOA Turn Back Request Form, will be the only way to be removed from a game or games.

Turn-back fines will be imposed on a case by case basis however, the TBOA Assignors may remove future game assignments from officials who show a pattern of repeated schedule changes after notification to the TBOA President and Vice President.

GAME CANCELLATIONS BY SCHOOLS

When schools cancel games and the Chapter is notified, the responsible Assignor will make every effort to notify all assigned officials. If the school does not notify the Chapter of the cancellation within 24 hours prior to game time, the school is responsible for a game fee(s) for each canceled game and reimbursement mileage payment to the officials if they drove to the

game site. If the official is given a comparable assignment, then no fee will be paid by the school.

If the Chapter fails to notify the officials of a game cancellation, or if the Chapter incorrectly assigns officials to a game, the Chapter is responsible for reimbursement of mileage to the assigned official(s).

REDUCTION OF GAME FEE FOR OFFICIAL BEING LATE FOR A GAME

Schools served by the TBOA will pay officials according to the UIL fee schedule. The UIL further stipulates that an official who is late for a game may have his/her game fee reduced by the home school by one-quarter of the fee for each quarter or part of a quarter the official is late. "Late for a game" is defined as not being at the game site **30 minutes before** the actual game start time, and on the court 15 Minutes prior, ready to begin play at the scheduled starting time.

*****TBOA Policy is that preferred that officials arrive to the game site no later than 1 hour prior to tip time for all post season game assignments and 45 minutes prior to tip time for all other game assignments.***** The intent is to give the crew adequate time to meet with site administrators, complete any required paperwork, conduct pre-game conference as a crew, dress and be on the floor no later than 15 minutes prior to tip as per NFHS guidelines.

FAILURE TO SHOW UP FOR AN ASSIGNED CONTEST(S)

The fine for failing to show up for an assigned contest(s), when the assignment was made in accordance with the member's assignment availability, is equal to the game fee (for each game not officiated) which he/she would have received had he/she worked the game. If an official works an assignment without an TBOA member as a co-official, the official who worked the game(s) will be paid by the Chapter (from the fine paid by the no-show official) which is equal to one-half the amount of the fine. The remaining one-half of the fine will be deposited in the Chapter's checking account and used as seen fit by the Board of Directors.

Immediately upon notification of a failure to show up, the Chapter Assignor and/or Treasurer will contact the appropriate school administrator at the game site and determine the amount of the game fee. The non-showing assigned official shall be notified in writing of the amount of the fine deemed necessary. The official has seven calendar days in which to pay the fine to the Chapter Treasurer. Failure to pay the fine within that period will result in the cancellation of any remaining game assignments. An official who fails to show up for a second game assignment will be brought before the TBOA Board of Directors and may be subject to disciplinary actions, up to and including all game assignments canceled.

CHANGING OF GAME ASSIGNMENTS

Only the TBOA Assignors, or in their absence, chapter President or Vice President, may make game assignments. No official will either change TBOA assignments with another official or request another official to "cover" an assignment for him/her. No official will accept an TBOA assignment from anyone other than those identified in the first sentence of this paragraph. To

do otherwise, may be subject both officials involved to the fine outlined above in the FAILURE TO SHOW UP FOR AN ASSIGNED CONTEST(S) paragraph.

CHANGES TO TBOA POLICIES & PROCEDURES

Any changes to the TBOA Policies & Procedures shall first be submitted to the Board of Directors in writing. Approval by a majority of the Board of Directors is necessary.

MEMBER OBLIGATIONS TO ABIDE BY TBOA REGULATIONS/POLICIES

The acceptance of membership in the Chapter obligates each member to abide by as set forth in the Chapter's Policies & Procedures as well as its Constitution/By-Laws and the same as established by both the THSBOA and the UIL.

The TBOA Board of Directors has adopted this document as the organization's governing "TBOA Operating Procedures" beginning the 2025-2026 season. These procedures may be revised as necessary by the Board, to conform to such needs as may arise. The intent of these Operating Procedures is to provide the membership with the methods used by the Board in the chapter's operations. It further details the board's expectations and objectives of the membership in the service to the schools, the Chapter, and to basketball officiating in general.

It is the intent of the Board of Directors that all TBOA members adhere to these Operating Procedures and that each member has access to them via digital or electronic means. Suggested revisions should be submitted to the President, in writing. These procedures follow the Constitution & By-Laws in their structure and will be reviewed and reissued as required by the TBOA Board of Directors.

Copies can be obtained from the TBOA website at: TBOAREFS.COM or via email by member request through their respective Division Representative.

TBOA Sexual Harassment-Character and Inclusivity Policy

Exhibit A (TBD)

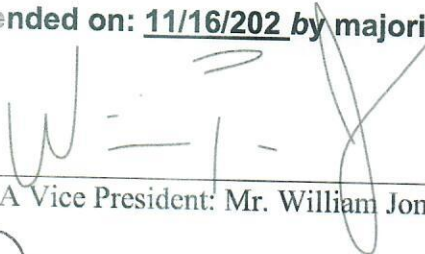
TBOA Social Media Policy

Exhibit B (TBD)

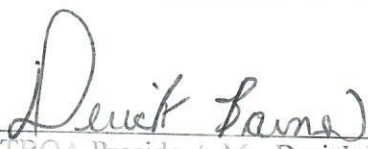
***** Items not specifically covered in the TBOA Constitution & ByLaws or Policies & Procedures (P&Ps) are at the discretion of the TBOA Board of Directors. *****

(NOTE: This document has 13 pages.)

Amended on: 11/16/202 by majority vote of the TBOA Board of Directors.


TBOA Vice President: Mr. William Jones

Date: 1/5/2026


TBOA President: Mr. Derick Barnes

Date: 1/5/2026