

# **2018-2019 PAR Policies**

## **Pinellas Area Referees, Inc.**

Policy Statement No. 1

Subject: Professional Conduct

1. Officials of PAR shall exhibit the highest degree of professionalism / e-mail at all times and avoid situations that give the appearance of unprofessional behavior or conduct. At a minimum, officials should adhere to the Officials Code of Ethics contained in the NFHS rules book and act consistently with all PAR policies.
  - 1a. First offense is a minimum of \$50.00 after an investigation
  - 1b. Second offense suspension until reinstated by PAR Board after an investigation
  - 1c. The Board of Directors has the right to levy and determine the amount of a fine(s) or take other actions, including suspension of the member, for any misconduct by members of this Association.
2. Officials of PAR shall not officiate games involving schools at which immediate family members (spouses, parents, and children) have affiliations.
3. Officials of PAR shall not officiate in games involving schools at which they are employed.
4. Officials of PAR, who are high school coaches must adhere to the following:
  - a. The official shall not officiate in games, tournaments or playoffs involving the school where the official coaches. This applies to both genders.
  - b. The official shall not officiate in games, district or regional tournaments or other playoff games involving teams in the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
  - c. The official shall not officiate in holiday tournaments in the same bracket, as other teams within the same district as the school where the official coaches. This applies only to games involving the applicable gender coached.
5. Officials are responsible for notifying the Booking Commissioner(s) / Treasurer of any changes to their status during the season as soon as possible to allow the Commissioner time to make any changes to assignments if they determine it to be warranted.
6. Professional conduct will be one of criteria for post season game assignment. This includes acting in accordance with all PAR policies. A written reprimand from the Board and/or excessive fines regarding professional behavior may exclude any official from selection to post season game assignments.

# Pinellas Area Referees, Inc.

Policy Statement No. 2

Subject: General Membership and Board of Directors Business Meetings

1. The number of scheduled business meetings is set by the PAR Board of Directors.
2. There shall be at least three (3) mandatory meetings of the general membership of the Pinellas Area Referees, Inc. each year. The Board of Directors has final discretion of valid reasons for members not attending the mandatory meeting(s). The schedule of these meetings are as follows:
  - a. Fall Business: July/August/September
  - b. Season Opener/mid-season business October/November/December
  - c. Mid-Season/Wrap Up/Elections Jan/February/March
3. Officials are allowed excused absences from **mandatory** meetings. Fines as detailed in Policy Statement 7 will be assessed for any unexcused absence unless (a) the member is on official business of this Association; (b) the member is working games assigned by the Booking Commissioner and that member notifies the Secretary in writing, e-mail prior to the missed meeting or (c) the member is conducting business related to his/her profession or education, and that member notifies the Secretary in writing, e-mail prior to the missed meeting.
4. Members will be able to initial sign in sheets for any training/mandatory meeting until 20 minutes after the training/meeting has started. After 20 minutes expires, the sign in sheets will be collected by the Secretary.
5. The Board of Directors shall meet separately from the general membership as often as deemed necessary.
6. The calendar year for PAR will begin on April 1<sup>st</sup> and end on March 31<sup>st</sup> each year.

# Pinellas Area Referees, Inc.

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### Policy Statement No. 3

#### Subject: Testing and Training

1. Officials must successfully pass the National Federation, Part II, rules examination in order to be properly certified and receive assignments. The State of Florida shall establish the minimum passing score for the National Federation, Part II rules examination.
2. An official can work in the new school year based on the previous year's test results. This privilege will be extended until the receipt of the current year's scores. Should an official receive a non-qualifying score, they cannot be assigned until a qualifying score is obtained on the current year Part II Exam.
3. Upon successful passing of the National Federation, Part II, test, Association by-laws and policies and other related documents shall be distributed to the passing Applicants and to all Members.
4. The Training Committee shall conduct training sessions for Members prior to the rules test consisting of at least the following:
  - a. Rules to include intent of the rules
  - b. Current interpretations
  - c. Accepted mechanics
  - d. Officiating ethics
  - e. Uniform dress standards
  - f. Expected arrival times at game site
  - g. Pre-game and post-game procedures
5. The Association strongly recommends that all JV officials stay for at least one quarter of the Varsity game to observe Varsity officials.
6. The Association has purchased a camera that can be utilized by the Evaluation Committee at the request of the official. The videos will be done during Junior Varsity and Varsity school games or their equivalent. The videos from the games maybe used to create teaching videos. The officials will receive the game videos for their viewing if they provide a blank tape. Copies of the videos may also be provided to the Booking Commissioner for his/her viewing.
7. Officials with less than 3 years service and/or JV rated officials must attend off-season training in order to be considered for varsity contests the following year.
8. Attending a minimum of five trainings is one of the criteria for post season game assignments. Officials who have obtained varsity status and attend a minimum of five (5) or more trainings may be selected to officiate tournaments and/or post season game assignments. To be on the 1 or 2 crew you must attend 85% of the trainings. This is a new criteria for post season assignments.

# Pinellas Area Referees, Inc.

Policy Statement No. 4

Subject: Uniforms and Dress Code

1. Official uniform of the Pinellas Area Referees, Inc. (**See FHSAA Officials Guidebook 701.02**)

- a. Shirt- Grey pinstriped V-Neck wore tucked inside of pants
- b. Tee-shirt- Black crew neck worn under the grey V-Neck pinstriped shirt
- c. Slacks- Black (belt loop or elastic waist, pleated or non-pleated)
- d. Socks- Black
- e. Shoes- Black (predominantly)
- f. Jacket- Black (PAR recommended)
- g. Whistle- Black (Fox 40 style)
- h. Lanyard or Smitty- Black (**required**)
- i. Belt- **If worn**, black with no insignia, initials or large buckles **Note: Officials are encouraged to wear elastic waist pants.**

2. Jewelry other than a wedding band or medical alert bracelet is prohibited.

3. Since PAR is a public service organization, our goal must be to see that the demeanor and dress of all PAR officials reflect favorably on this organization. All officials are expected to maintain a neat and clean businesslike appearance and shall be suitably attired to and from Middle, JV, and Varsity assignments as detailed below.

4. All reports of inappropriate uniforms shall be made by members. Members are responsible for reporting to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hr.

5. Fines for uniform violations are listed under Policy 7. Please note that meeting PAR uniform guidelines is part of the criteria identified as Professionalism (abiding by all PAR policies) for post season game assignments.

# Pinellas Area Referees, Inc.

Policy Statement No. 5

Subject: Financial Obligations

1. Membership Application Fee:

- a. Renewal of PAR Membership \$50.00
- b. Transfers Membership \$50.00

2. Officiating Fees:

	<b>GAME FEE</b>	<b>TRAVEL</b>	<b>TOTAL</b>
a) Varsity 2 Crew	\$61.50	\$13.75	\$75.25
b) Varsity 3 Crew	\$56.50	\$13.75	\$70.25
c) JV 2 Crew	\$41.00	\$13.75	\$54.75
d) JV 3 Crew	\$37.00	\$13.75	\$50.75
e) MS 2 Crew	\$32.00	\$13.75	\$45.75
f) MS 1 Crew	\$43.00	\$13.75	\$56.75

4. All dues and other charges, such as fines and re-assignment fees, will be deducted from any income earned from officiating assignments.

5. Fines will be imposed as stated in PAR Policy Statement No. 7

6. There are three paid positions in PAR including Booking Commissioner, Secretary and Treasurer. The evaluation committee may also be paid for conducting evaluations of members as sanctioned by the Board of Directors. Do we want to add President?

7. Members must pay dues by December 1<sup>st</sup> of each year if they have not worked a game in order to be considered a member in good standing.

# Pinellas Area Referees, Inc.

Policy Statement No. 6

Subject: Game Site Responsibilities

1. Arrival on the floor 15 minutes prior to game time (arrival at game site 30 minutes prior), unless working game assigned by Booking Commissioner.
2. Referee designation will be specified by an email sent to each official by the Arbiter. If unusual circumstance exist, another official can be designated the Referee
3. Referee Duties:
  - a. Contact crew within 24 hours prior of game start – all levels **(email or phone)**.
  - b. Conduct a pre-game review with the officiating crew.
  - c. Locate the game administrator of the host school prior to the start of the contest.
  - d. Sign the scorebook prior to start of the game.
  - e. File reports in accordance with PAR Policy Statement No. 6.
  - f. Read state card before game to coaches and captains.
4. At the conclusion of the game officials are required to leave the playing court and immediately go to a secure area.
5. Officials are to make every effort to avoid contact with players, coaches, and spectators after the game is over.
6. The **Official** for the contest must notify the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hr. of any unusual conditions or situations. These include, but are not limited to:
  - a. There were an incorrect number of officials for the game.
  - b. An official was late or a no show.
  - c. An FHSAA AT6 unsportsmanlike conduct report is required. If such a report is required, **the Referee must Notify/call the BC before sending it to the FHSAA. Once it has been approved email it to FHSAA and the Booking Commissioner, all within 24 hours of the incident. If the AT6 form is sent to FHSAA prior to notifying/calling the Booking Commissioner, then a fine of \$50 will be assessed.**

# Pinellas Area Referees, Inc.

Policy Statement No. 7

Subject: Fines

## 1. No Shows/Missed Game: All Levels

- a. 1<sup>st</sup> offense \$100.00.
- b. 2<sup>nd</sup> offense suspension until reinstated by PAR BOARD, and exclusion from the high school playoffs.
- c. Arriving after the first half of an assigned game will be considered a **"No Show/Missed Game"**.
- d. The fine will be used to compensate his/her partner or the fill-in Official.

Note: Members are responsible for reporting to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hr.

## 2. Late to Game: All Levels

- a. Arrives less than 30 minutes before the scheduled starting time, unless member is working another game assigned by Booking Commissioner:
  - 1<sup>st</sup> offense: ½ of game fee.
  - 2<sup>nd</sup> offense: game fee and suspension until reinstated by PAR BOD. The fine will be used to compensate his/her partner or the fill-in Official.

Note: Members are responsible for reporting to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hr.

## 3. Administrative:

- a. Failure to report working alone:
  - 1<sup>st</sup> offense \$50.00 fine
  - 2<sup>nd</sup> offense suspension until reinstated by the PAR Board
- b. Failure to report partner's tardiness:
  - 1<sup>st</sup> offense \$25.00 fine
  - 2<sup>nd</sup> offense suspension until reinstated by the PAR Board
- c. Failure to wear uniform as per policy statement No. 4 (FHSAA policy 3002)
  - 1<sup>st</sup> offense \$5 fine
  - 2<sup>nd</sup> offense \$10.00 fine
  - 3<sup>rd</sup> offense \$25.00 fine
  - 4<sup>th</sup> offense suspension until reinstated by the PAR Board
- d. Failure to report to the Booking Commissioner the ejection of a player, or coach from a game. This report must be made within 24 hours of the ejection by phone, e-mail or fax (FHSAA policy 3002).
  - 1<sup>st</sup> offense \$75.00 fine
  - 2<sup>nd</sup> offense suspension until reinstated by the PAR Board.
- e. Missing Mandatory Meeting  
\$25.00 for missing meeting
- f. Members must accept/deny games within 3 days. Also, if there is a change in the Game/Date/Time you will have to go in and accept the changes again within 3 days.
  - 1<sup>st</sup> offense no games for 7 days
  - 2<sup>nd</sup> offense no games for 7 days and a \$50 fine
  - 3<sup>rd</sup> offense removed from booking and possibly come before the board.

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g. Officials should not come into the locker room of a game they are spectating unless asked by the crew officiating the game.

**Note (A): Any requests to be excused from attending a mandatory meeting must be submitted in writing (*email acceptable*) to the Secretary prior to the meeting.**

**Note (B): Members who do not send an email to the Secretary prior to the last mandatory meeting of the season must pay their fine by the first mandatory meeting of the following season in order to be considered a member in good standing.**

f. Not bringing Level 2 card to a game  
\$25.00 fine

Note: Members are responsible for reporting to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hr.

g. Turn Back / Re-Assignment

1. \$25.00 for each assignment turned back with more than 24 hr notice
2. \$40.00 for each assignment turned back under 24 hr notice

*Note: Pending Games (shaded light blue) can be turned back without penalty by contacting the Booking Commissioner **DIRECTLY** by phone followed by email within 24 hours / please copy in the treasurer as well for financial records purpose before schedule is published (shaded dark blue). Failure to comply will result in fine.*

4. The Board of Directors has the right to levy and determine the amount of the fines or take other actions, including suspension of the member, for any misconduct by members of this Association.
5. A combination of any three fines for missed assignments or late to assignments may result in actions affecting future assignments, including possible suspension, as determined by the Booking Commissioner or Board of Directors.
6. Whoever starts a game finishes it, except in case of illness, injury or the official had a prior game assignment. This requirement may be waived by mutual agreement of the affected officials. (*Example: Official A is late to assignment; Official B fills in when Official A shows up during the 1<sup>st</sup> quarter. Official B has the option to work the entire game or allow Official A to take over.*)
7. No amount of fine monies collected for missing, being late, or leaving early from a meeting shall be given to any member of the Board of Directors.
8. All fines should be reported to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hours.
9. Please note that adhering to all PAR policies is part of the criteria identified as Professionalism (abiding by all PAR policies) for post season game assignments. Fines issues to a PAR member for violating PAR policies may have an effect on selection for post season game assignments.



# **Pinellas Area Referees, Inc.**

Policy Statement No. 8

Subject: Transfers / New Members

1. All officials transferring into PAR must be evaluated by the Evaluation Committee to obtain varsity status or provide letter of recommendation from President or Booking Commissioner of the association they are transferring from. Letter must include contact name and number. The Booking Commissioner will rank as 4/5 until the transfer is evaluated. After receiving an evaluation, the transfer's rank may change.
2. If member transfers during season, it is up to the official to contact the PAR Board and request an evaluation.
3. The Evaluation Committee will assign a rating that will be utilized for placement at the appropriate level.
4. Transfers must meet the same minimum score requirements as members for placement at the appropriate level.
5. Transfers must comply with the Jessica Lundsford Act and obtain a statewide level 2 card to officiate games.
6. Transfers may be eligible for Post-Season Scholastic assignments in their first year with PAR if they meet PAR and FHSAA criteria.
7. Evaluations for all PAR members will be in the new Arbiter system **or in paper form.**

**Pinellas Area Referees, Inc.**

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Policy Statement No. 9

Subject: Grievance Committee

1. Pinellas Area Referees, Inc. Board of Directors (BODs) has adopted the following grievance procedure for remedying disputes between the association and members in good standing per the FSHAA Officials Guidebook, paragraph 204.03.
2. The chairperson of the Grievance Committee must have three (3) years experience officiating basketball with varsity status with PAR. The Chair shall be appointed by the PAR President. The Chair must work a game or pay dues by December 1 of the calendar year.
3. This Committee shall hear and render a decision to the Board of Directors on all matters brought against any member concerning suspensions, probations, terminations, and other disciplinary (or otherwise) actions not specifically addressed elsewhere in these policies and the PAR By-laws.
4. Should a member of the Committee be associated in any way with the grievance, he or she shall dismiss himself or herself immediately and entirely from the grievance-process related to such grievance.
5. All grievances must be presented in writing to the Chairperson of the Grievance Committee within five (5) days of the alleged grievance and a copy sent to the President. **For a pay issue, the five (5) days are when the official is made aware of a discrepancy (pay sheet via online) in the Arbiter System.** The grievance must contain a brief description of the complaint, factual dates, events and a suggested remedy.
6. The Grievance committee will recognize the complaint by notifying the person who has filed the grievance in writing by certified mail, return receipt requested within (30) days. The correspondence will contain 3 suggested dates, with time and location, up to (30) days in the future. It is the responsibility of the Grievant to make one of the suggested.
7. The Grievance Hearing may proceed even if a Party does not appear and also may proceed if a Party leaves the Hearing without a bona fide reason, such as a just-then developed family emergency, sudden personal serious illness, and the like.
8. Each Party must bring sufficient copies of any document he/she intends to introduce as evidence at the Hearing with a copy each for:
  - a. The Grievance Committee
  - b. Grievance Committee Files
  - c. The Other Party
9. Each Party shall make a clear and concise presentation of the case, free from repetition and irrelevancies.
10. Procedures:
  - a) The chairperson will describe and distribute to the committee members the complaint as filed. Following the reading, the grievant may amend the grievance subject to any respondent's having sufficient notice and time to respond to such amended grievance.
  - b) If the grievance concerns or relates to a discipline matter, then the Grievant presents second, as management presents first; in such regard, management bears the burden of persuasion and of proof to prove just cause for the challenged discipline-imposed.
  - c) Each Party will be allowed to make a brief Opening Statement, if he/she wishes. An Opening Statement is a brief outline of the issues involved and what facts that Party intends to prove. A Party may waive Opening Statement, but one Party's waiver of the right to make an Opening Statement does not likewise waive the Other Party's right to make an Opening Statement.
  - d) The grievant will detail each point and may call witnesses to support his or her testimony.

e) At any time during the hearing the committee may ask questions and/or call upon members to provide definitive association policy.

f) Closing Statements may be presented by each Party and consist generally of final arguments by the Parties and brief summations of the testimony and other evidence at the Hearing. Closing Statement is not a time for new evidence, nor shall new evidence be presented then, but rather, Closing Statement is a time for brief summarization of the case such Party presented. A Party may waive Closing Statement, but one Party's waiver shall not be a waiver of the Other Party's right to present Closing Statement.

11. Extensions by either party may be granted upon written requests and acceptance by both parties. In the event the parties cannot agree upon an extension, then the Chairperson shall decide and resolve the problems related to any non-agreed upon extension request.

12. Upon completion of the hearing, the committee will forward its decision within (20) days to the Board of Directors and notify grievant in writing by certified mail.

13. The decision of the Grievance Committee is final.

14. No reprisal, harassment, retribution, nor any other negative action/inaction shall result from a Party's, Witness', Representative's, and/or the Grievance Committee's participation in the Grievance-process

# Pinellas Area Referees, Inc.

Policy Statement No. 10

Subject: Evaluation Committee

Chairperson must have three (3) years of experience officiating basketball with varsity status with PAR. The Chair must have worked a game or paid dues by December 1 of the calendar year.

**Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials within our association. Each official with two or more years experience should be evaluated at least once during the season. First-year officials should be evaluated periodically throughout the season so that min-clinics may be offered, if necessary, to re-enforce good officiating skills (*FHSAA Officials Guidebook*).**

Qualifications for evaluator(s):

Member in good standing of the Pinellas Area Referees, Inc.  
Must pass annual FHSAA online rules examination.

At the annual March/April Board of Directors meeting, the Secretary shall submit reports to the Board of Directors on the test scores and evaluations of the Transfers, Applicants, Second Year members, and Third Year members. The report will also include recommendations of Members advancement to second-year, second-year members' advancement to third year, third-year members' advancement to Varsity status, and Transfers' placement at the appropriate level.

For advancement to the next level, officials must meet the following minimum requirements:

Officials must score 75+ on written state examination  
Must attend at least (five) 5 or more PAR training sessions

For consideration for post season assignments, officials:

1. Must act in a professional manner in accordance with all PAR policies and the NHFS Code of Ethics
2. Must score 80 or higher on rules examination
3. Must attend at least (five) 5 or more PAR training sessions
4. Must have a current evaluation by PAR or have received a state evaluation from working at the state tournament

NOTE A: Members who do not follow PAR policies and receive fine(s) and/or a written reprimand from the Board may be excluded from post season game assignments.

NOTE B: Members assigned to a 1 or 2 crew must attend 85% of the trainings, this is one of the criteria for post season game assignments. Members assigned to a 1 or 2 crew who turn back a game assignment will be fined \$195 and will be suspended from being on a 1 or 2 crew for three years.

NOTE C: Members with a PAR ranking of 1 or 2 are eligible to be on a State 1 or 2 crew. Members with a PAR ranking of 2.5 or 3 are eligible to be on State crews assigned to PAR not including the 1 or 2 crews.

NOTE D: Members with a PAR ranking of 2.5 or 3 that are assigned to any post season state assignment who turn back that assignment will be fined \$75 after accepting the dates. The Board will review all extenuating circumstances.

# **Pinellas Area Referees, Inc.**

Policy Statement No. 11

Subject: Training Committee

Chairperson must have three (3) years of experience officiating basketball with varsity status with PAR and must attend 50% of all trainings. The Chair must have worked a game or paid dues by December 1 of the calendar year.

**The Education/Training Committee is responsible for the planning, content and implementation of training sessions, including on-the-court training. This also includes educating our officials on FHSAA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology.**

The Training Committee shall conduct training sessions for Members prior to the rules test consisting of at least the following:

- a. Rules to include intent of the rules
- b. Current interpretations
- c. Accepted mechanics
- d. Officiating ethics / **Professionalism**
- e. Uniform dress standards
- f. Expected arrival times at game site
- g. Pre-game and post-game procedures

# **Pinellas Area Referees, Inc.**

Policy Statement No. 12

Subject: Assignment Committee

Chairperson must have three (3) years of experience officiating basketball with varsity status with PAR. The Chair must have worked a game or paid dues by December 1 of the calendar year.

**The Assignment Committee is responsible for overseeing the entire contest assignment procedure within our association. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests, and making the booking commissioner aware of any corrections that need to be made before the assignment schedule is submitted to the membership. Assignment Committee does not make the assignments (*per Official Guidebook*). *The assignments may not be shared with any other PAR member.***

# Pinellas Area Referees, Inc.

Policy Statement No. 13

Subject: Recommendation Committee

Chairperson must have three (3) years of experience officiating basketball with varsity status with PAR. The Chair must have worked a game or paid dues by December 1 of the calendar year.

**The Recommendation Committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA Office a list of member officials who deserve consideration for assignment to State Series contests.** The Recommendation Committee shall include the Booking Commissioner in all meetings and discussions regarding post season assignments.

**Committee members should meet the following minimum requirements:**

Must meet FHSAA requirements

Must attend at least five (5) or more PAR training sessions to be eligible for any post season crews.

Must act in a professional manner in accordance with all PAR policies and the NFHS Code of Ethics

Along with FHSAA requirements officials that meet the following PAR requirements should be given priority over officials that meet FHSAA requirements but do not meet the following PAR requirements to work post season assignments: must attend at least five (5) or more PAR training sessions to be eligible for any post season crews. If there is a conflict of interest with an assignment/crew the Board will review the assignment/crew and make a decision. Any changes after assignments are made must be approved by the Board.

NOTE A: Members who do not follow PAR policies and receive fine(s) and/or a written reprimand from the Board may be excluded from post season game assignments.

NOTE: B Members assigned to a 1 or 2 crew must attend 85% of the trainings, this is one of the criteria for post season game assignments. Members assigned to a 1 or 2 crew who turn back a game assignment will be fined \$195 and will be suspended from being on a 1 or 2 crew for three years. The Board may discuss any extenuating circumstances.

NOTE C: Members with a PAR ranking of 1 or 2 are eligible to be on a State 1 or 2 crew. Members with a PAR ranking of 2.5 or 3 are eligible to be on State crews assigned to PAR not including the 1 or 2 crews.

NOTE D: Members with a PAR ranking of 2.5 or 3 that are assigned to any post season state assignment who turn back that assignment will be fined \$75 after accepting the dates. The Board will review all extenuating circumstances.