

# **PAR Policies**

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

Policy Statement No. 1

Subject: Professional Conduct

1. Officials of PAR shall always exhibit the highest degree of professionalism / e-mail 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.
  - 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.

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## **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. 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. When meetings are conducted through GoTo Meeting, the system will time stamp your time for you to receive credit for attending.
3. The Board of Directors shall meet separately from the general membership as often as deemed necessary.
4. The calendar year for PAR will begin on Jan 1st and end on Dec 31st each year.

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

Policy Statement No. 3

Subject: Testing and Training

1. Officials must take and complete (75% Varsity and 80% Districts) the National Federation, Part II, rules examination 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. Individuals who complete their exam during the first window and meet all requirements will be eligible for post-season assignments. Individuals who complete exam in the second window are not eligible for post season play.
3. Upon successful passing of the National Federation, Part II, test, Association by-laws and policies and other related documents will be available on the website.
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. Officials with less than 3 years' service and/or JV-rated officials must attend off-season training to be considered for varsity contests the following year.
7. To be eligible for preseason tournaments or State Crew you must attend five (5) trainings offered by the association.

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## **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- Black and White V-Neck Striped Shirts.
- b. Tee-shirt- Black crew neck worn under the white V-Neck pinstriped shirt
- c. Slacks- Black (belt loop or elastic waist, pleated or non-pleated)
- d. Socks- Black
- e. Shoes- Black (predominantly) Black shoes. If there is an issue with shoes, the Board will address it.
- 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 on 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.

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

### Policy Statement No. 5

#### Subject: Financial Obligations

##### 1. Membership Application Fee:

- a. Renewal of PAR Membership 3%
- b. Transfers Membership 3%

##### 2. Officiating Fees: All rates include travel.

#### GAME FEE

a) Varsity 2 Crew	\$93.00
b) Varsity 3 Crew	\$88.00
c) JV 2 Crew	\$70.00
d) JV 3 Crew	\$65.00
e) MS 2 Crew	\$55.00
f) MS 1 Crew	\$67.00

- 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 eight paid positions in PAR including Booking Commissioner. President and Treasurer (\$800), Vice President and Secretary (\$600), and all three Member's at Large (\$400). The evaluation committee may also be paid for conducting evaluations of members as sanctioned by the Board of Directors. These positions will be paid if there is enough money allocated to the budget.
- 7. Members must pay dues by December 1st of each year. If the member has not worked a game to be considered a member in good standing.

# **PAR Policies**

## **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 1 hour 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 exists, 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 the start of the game.
  - e. File reports in accordance with PAR Policy Statement No. 6.
  - f. Read state card before the 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(s) 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 unsportsmanlike conduct report is required. If such a report is required, the Referee must (Call/Notify the BC before sending it to the state) complete the form online and send to FHSAA and email a copy to the Booking Commissioner, all within 24 hours of the incident. If sent without call/notify the BC it is a \$50.00 fine

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

### Policy Statement No. 7

#### Subject: Fines

##### 1. Tardy/Missed Game: All Levels

- a. Arriving after the first half of an assigned game will be considered a "Tardy/Missed Half." If you work, second half, you will still get paid for the second half.
- b. 1st offense \$100.00 plus booking fee.
- c. 2nd offense suspension until reinstated by PAR BOARD, and exclusion from the high school playoffs
- 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 email and phone within 24 hr.

##### 2. Late to Game: All Levels

- a. Arrives less than 30 minutes before the scheduled starting time, unless a member is working another game assigned by Booking Commissioner:
  - 1st offense: ½ of game fee.
  - 2nd 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 email and phone within 24 hr.

##### 3. Administrative:

###### a. Failure to report on working alone:

- 1st offense \$50.00 fine
- 2nd offense suspension until reinstated by the PAR Board

###### b. Failure to report to a partner's tardiness:

- 1st offense \$25.00 fine
- 2nd offense suspension until reinstated by the PAR Board

###### c. Failure to wear uniform as per policy statement No. 4 (FHSAA policy 3002)

- 1st offense \$10 fine
- 2nd offense \$25.00 fine
- 3rd offense \$50.00 fine
- 4th 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 (Call/Notify the BC before sending it to the state). This report must be made within 24 hours of the ejection by phone, e-mail (FHSAA policy 3002).

- 1st offense \$75.00
- 2nd offense suspension until reinstated by the PAR Board.

###### e. Always keep your Level II (JLA) card with you.

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## Pinellas Area Referees, Inc.

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

### 1. Block Dates/Turn Back / Re-Assignment / Suspensions

- \$30.00 for each assignment turned back with more than 24 hr notice
- Game fee will be charged if returned on the day of the game.
- Official block dates will be listed on the PAR website.
- Members must enter their availability blocks in Arbiter before the scheduling deadline.
- Any changes to blocks made after the deadline—while the schedule is being built—will result in a **turnback fee**.
- If a member blocks availability during the scheduling period and the Booking Commissioner cannot assign a game, a **turnback fee will be charged**.
- Once the schedule is posted, members are responsible for keeping their blocks in Arbiter **accurate and up to date**.
- Failure to maintain updated blocks may result in games being auto declined by Arbiter. The system automatically blocks the member for the affected day(s). A **turnback fee** will be assessed for any declined game(s).
- If your Game/Date/Time changes, you will receive an email from arbiter. You must accept the games again within three (3) days. If you do not accept, Arbiter returns the game(s) and you will be charged a turnback fee per game.
- Members must check Arbiter daily. If a game is assigned and the member fails to accept in Arbiter, the game(s) will return as declined. The member will be assessed a turnback fee.

2. 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.
3. 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.
4. 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 the mutual agreement of the affected officials. *(Example: Official A is late to assignment; Official B fills in when Official A shows up during the 1st quarter. Official B has the option to work the entire game or allow Official A to take over.)*
5. 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.
6. All fines should be reported to the Booking Commissioner and Treasurer of all fines by e-mail and phone within 24 hours.
7. 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 influence selection for tournaments and post season game assignments.



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

Policy Statement No. 8

Subject: Transfers / New Members

1. All officials transferring within the state of Florida 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
2. If member transfers within the state of Florida during the season, it is up to the official to contact the PAR Board and request and 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 Lunsford Act and obtain a statewide level 2 card to officiate games.
6. Evaluations for all PAR members will now be in the new Arbiter system or paper.

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

### Policy Statement No. 9

Subject: Grievance Committee (Board Member Assigned: Member at Large)

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. (Please note you cannot grieve policy by PAR By Laws Act 3B (2a))
2. The chairperson of the Grievance Committee must have three (3) years' experience of 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 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, and 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 Grievant to make one of the suggested.
7. The Grievance Hearing may proceed even if a Party does not appear and may proceed if a Party leaves the Hearing without a bona fide reason, such as a just-then developed family emergency, sudden serious personal 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 irrelevance.
10. Procedures:
  - a) The chairperson will describe and distribute to the committee members the complaint that was 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 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 an Opening Statement, but one Party's

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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 a 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

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

Policy Statement No. 10

Subject: Evaluation Committee (Board Member Assigned: Secretary)

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 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 (FHSA Officials Guidebook). Officials that wish to be evaluated will email the Board with their request.**

Qualifications for evaluator(s):

Member in good standing of the Pinellas Area Referees, Inc.  
Must pass the annual FHSA 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 five (5) trainings to be considered for any crew.
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 tournaments and post season game assignments.

NOTE B: Anyone who turns back a game assignment will be fined \$195 and will be suspended from the crew list for three years.

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

Policy Statement No. 11

Subject: Training Committee (Board Member Assigned: President and Treasurer)

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

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

Policy Statement No. 12

Subject: Assignment Committee (Board Member Assigned: Member at Large)

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.***

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

Policy Statement No. 13

Subject: Recommendation Committee **(Board Member Assigned: Vice President and Member at Large)**

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 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 tournaments and 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 any State Crew must attend (5) trainings. Anyone who turns back a game assignment will be fined \$195 and will be suspended from crew list for three years.