

A close-up photograph of a basketball, showing the orange pebbled texture and black lines. A large, dark number '4' is printed on the ball, positioned behind the main title text. The background is a light gray gradient.

Colorado Board #4 Basketball Directors Manual

This manual has been designed as an educational and reference tool for all Regional and Area Directors. In it you will find answers to questions that you and your members may have wondered about and information that you may not have been aware of.

It is the intent that this manual will be added to and updated on an annual basis in order to provide new Directors with a resource that gives them a head start when assuming their duties in their Area and their Region.

Suggestions on items to be added to the manual are always welcome as this is a work in progress.

By Danna Schwenk

Basketball Director's Manual | 2009-2010

Table of Contents

		<u>Page</u>
The People		
2009 CO Board #4 State Officer	}	4
2009 Regional Directors		4
2009 Committee Chairpersons	}	5
2009 Area Directors		6
2009 Area assignors		7
2009 Conferences and Schools		8-14
Structure & Governance		
1. History		15
2. IAABO		
a. Role		17
b. Relationship to CB4		17
c. Benefits of membership		18
d. Testing Procedures		18
e. Requirements		18
i. Exceptions (areas w/o enough certified officials)		
f. Constitution		19
3. Colorado Board #4		
a. Purpose & Expectations		20
b. Meetings & Dates		20
c. Constitution & By-Laws		20
d. Budget and Funding		21-26
4. State Committee roles & selection		
a. Awards		27
b. Budget		27
c. Constitution		27
d. Master Clinic		27
e. Professional Development		28
f. Professionalism		28
g. Recruiting & Retention		28
h. Ad hoc committees		29
5. CHSAA		
a. Description		30

Basketball Director's Manual | 2009-2010

b. Relationship to CB4	31
c. Playoff assignments	32
d. Disciplinary role	32
e. Recruitment & Retention role	32
f. Transfer official role	32
g. Personnel	33
6. Regions	
a. Regional Director Map	34
b. Regional Directors responsibility and expectations	35
c. Elections	36
7. Districts (Areas)	
a. Area Director responsibility and expectations	37
b. Elections	38
i. Dates	38
ii. Requirements	39
c. Common Annual Deadlines	39
d. Reimbursements of expenses	39
8. Educational Tools & Resources	
a. Online	
Myreferee.com	40
Referee.com	41
NFHS.com	42
eOfficials.com	43
Ref60.com	44
b. Publications	
Officials Quarterly	45
Sportorials	45
Referee Magazine	45
c. IAABO RefSchool	46
d. Videos	47
e. CHSAA	47
f. Guest Speakers	47
9. Area Questionnaires	48-76

Basketball Director's Manual | 2009-2010

EXECUTIVE COMMITTEE 2009-2010

Includes the Officers and the Regional Directors (11 voting positions)

State Officers

- | | | | |
|---------------------------|--|------------------------------|---|
| (1) PRESIDENT | BOB LANTZY [2009 – 2011**]
7169 HILLBECK DR.
COLORADO SPRINGS 80922-2329
<i>Home Phone:</i> (719) 380-9321
<i>Work Phone:</i> (719)-660-5290
<i>Email:</i> boblantzy@aol.com | (2) PRESIDENT-ELECT | PAUL WEBBER **
14250 CR 38
PLATTEVILLE 80651-8517
<i>Home Phone:</i> (970) 737-0160
<i>Cell Phone:</i> (970) 396-3211
<i>Email:</i> paulwebber@gmail.com |
| (3) PAST-PRESIDENT | JOHN FOCHI **
6350 B YANK CT
ARVADA 80004-3885
<i>Home Phone:</i> (303) 456-5781
<i>Email:</i> johnfochi@comcast.net | | |
| (4) SECRETARY | JIM DORSEY [Appointment]
P.O. BOX 100278
DENVER 80250-0278
<i>Home Phone:</i> (303) 770-8504
<i>Cell:</i> (303) 919-6417
<i>Email:</i> vj2shares@msn.com | (5) TREASURER | TOM BENNETT [Appointment]
1037 S. BELFORD
HOLYOKE 80734-1433
<i>Home Phone:</i> (970) 854-5409
<i>Work Phone:</i> (970) 854-2227
<i>Email:</i> tombennett27@hotmail.com |
| (6) IAABO LIAISON | RON BROWN [Appointment]
4195 S ONEIDA ST
DENVER 80237-2049
<i>Home Phone:</i> (303) 757-5577
<i>Work Phone:</i> (303) 724-7070
<i>Email:</i> rnbdds@aol.com | (7) RULES INTERPRETER | DAVE SMITH [Appointment]
15852 W. 59 TH AVE
GOLDEN 80403
<i>Home Phone:</i> (303) 680-9781
<i>Work Phone:</i>
<i>Email:</i> dave.smith@state.co.us |

Regional Directors

- | | | | |
|----------------------------------|---|-----------------------------------|--|
| (8) SOUTHEAST (AREAS 1-7) | KEVIN KIZEWSKI [2009 – 2011**]
3740 ONEIDA LANE
COLORADO SPGS 80918-5360
<i>Home Phone:</i> (719) 536-9310
<i>Cell Phone:</i> (719) 338-3858
<i>Email:</i> kizteach@yahoo.com | (9) NORTHEAST (AREAS 9-12) | LLOYD MARTINEZ [2009 – 2011**]
515 Alpine St
Longmont 80501-4604
<i>Home Phone:</i> (303)678-1348
<i>Cell Phone:</i> (303)434-7309
<i>Email:</i> lloydmartinez@excite.com |
| (10) METRO (AREA 8) | DAVE RENQUEST [2009 – 2010]
5678 W 117TH PL
BROOMFIELD, 80020-5963
<i>Home Phone:</i> (303) 475-8648
<i>Work Phone:</i> (303) 934-2345
<i>Email:</i> dwrenquest@yahoo.com | (11) WEST (AREAS 13-18) | STEVE BRASLIN [2008 – 2010 **]
3183 BOOKCLIFF AVE
GRAND JCT 81504-6058
<i>Home Phone:</i> (970) 434-3162
<i>Work Phone:</i> (970) 434-3225
<i>Email:</i> sbraslin@dahlplumbing.com |

** Two year position.

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State Committee Chairpersons (Members of the Board of Directors)

2009-2010

AWARDS COMMITTEE

- Jim Dorsey Denver Co-Chairperson
- Ron Brown Denver Co-Chairperson

BUDGET COMMITTEE

- Beth Uhrich Centennial Co-Chairperson
- Scott Bailey Eaton Co-Chairperson

CONSTITUTION REVISION COMMITTEE

- Jim Beers Ft. Collins Chairperson

MASTER CLINIC COMMITTEE

- Danna Schwenk Aurora Chairperson

PROFESSIONAL DEVELOPMENT COMMITTEE

- Kevin Meador Aurora Chairperson

PROFESSIONALISM COMMITTEE

- Pat Osnes Arvada Chairperson

RECRUITING AND RETENTION COMMITTEE

- Dino Coniglio Englewood Chairperson

AD HOC COMMITTEE - State Survey

- Mike Engle Boulder Chairperson

Basketball Director's Manual | 2009-2010

2009-2010 Area Director Listing

(Members of the Board of Directors)

<u>Area</u>	<u>Director</u>	<u>Term</u>	<u>City</u>
1	RIC CLINE	[2008 – 2010]	ALAMOSA
2	DON COMPTON	[2008 – 2010]	SPRINGFIELD
3	GLEN ROLLO	[2009 – 2011]	TRINIDAD
4	ERNIE VIGIL	[2008 – 2010]	LA JUNTA
5	RON GARCIA	[2009 – 2011]	PUEBLO
5	ERIC HARRIMAN	[2008 – 2010]	PUEBLO WEST
6	AMY FRENZ	[2009 – 2011]	COLORADO SPGS
6	MARK VANGAMPLEARE	[2008 – 2010]	COLORADO SPGS
6	RICK BAINER	[2008 – 2010]	COLORADO SPGS
7	BOB MARKEN	[2008 – 2010]	BUENA VISTA
7	CURT LUKASSEN	[2008 – 2009]	COTOPAXI
8	LISA STONE	[2008 – 2011]	AURORA
8	CLIFF BAKER	[2007 – 2010]	DENVER
8	DOUG FREUH	[2009 – 2012]	DENVER
9	TIM NEWMAN	[2008 – 2010]	LONGMONT
9	BOB OLDS	[2009 – 2011]	LOUISVILLE
10	BRAD WEISENSEE	[2009 – 2011]	WOODROW
10	WADE JOHNSTONE	[2008 – 2010]	ILIFF
11	MIKE DANSON	[2009 – 2011]	GREELEY
11	SCOTT BAILEY	[2008 – 2010]	EATON
12	MATT SMITH	[2009 – 2011]	WINDSOR
12	JIM BEERS	[2008 – 2010]	FORT COLLINS
13	ERIC SVENSON	[2009 – 2011]	MONTROSE
14	BILL BEASLEY	[2009 – 2011]	EAGLE
15	MIKE DURNER	[2009 – 2011]	CRAIG
16	STEVE BRASLIN	[2008 – 2010]	GRAND JUNCTION
16	BRENT JONES	[2008 – 2010]	GRAND JUNCTION
17	JUSTIN TALBOT	[2009 – 2011]	BAYFIELD
18	RICK CARVER	[2008 – 2010]	CORTEZ

Basketball Director's Manual | 2009-2010

Leagues & their Assignors for 2009-2010

<u>Assignor</u>	<u>Email</u>	<u>Contact Phone</u>
Aurora Sports Officials	Assignorasocsoa@aol.com	303-680-2013
Ross Barlow	rossbarlow6@msn.com	719-588-2402
Ricky Carver	rickcarver@earthlink.net	970-739-0675
Jim Clayton	edward.clayton@judicial.state.co.us	970 249-2950 (Home)
Kirby Clock	kirby@mountainwest.com	970 261-1401 (cell)
Jim Dorsey	vj2shares@msn.com	303-770-8504
Mike Durner		
Tom Gallatin	tag7882@aol.com	970-330-7331
Joe Garmatz	jjgarmatz@msn.com	303-274-6760
Jeff Gotto	jgotto@hotmail.com	970-380-2364
Dave Hall	davehall5450@msn.com	303-895-5450
Karen Heigel (DPS)	Karen_Higel@dpsk12.org	720-423-4245
Randy Hunt		970-379-5747
Donna Iverson		970-223-4837
Wade Johnstone	johnston@kci.net	970-520-6260
Bob Lantzy	boblantzy@aol.com	719-660-5290
Perry Lewis	plewis@windsorgov.com	970-978-0610
Ray Lutz	ray@calhan.net	719-460-6148
Bob Marken	robertm@buena-vista.k12.co.us	719-395-8066
Lloyd Martinez	lloydmartinez@excite.com	303-434-7309
Chuck Nissen	cnissen@bresnan.net	970-260-8522
Chris Packer		970-554-1276
Jerry Santos	jerrysantos66@hotmail.com	719-240-4771
Dennis Smith	dsmith@otero.gov.org	719-469-7033
Bill Sullivan		303-651-9601
Justin Talbot	talbot.2u@hotmail.com	970-749-9570
Val Valerio (DPS)	Valera_Valerio@dpsk12.org	720-423-4241
Dale Velichkoff	dvelichk@jeffco.k12.co.us	303-982-6636
Dale Velichkoff	dalesleagues@comcast.net	303-451-8619
Ernie Vigil	ernievigil@hotmail.com	719-469-9052
Paul Webber	paulwebber@gmail.com	970-396-3211
Pat Whitty		

Basketball Director's Manual | 2009-2010

The Assignor for each league is in bold italics. If they do part of a schools games it will be followed by a % with the assignor's initials

<p style="text-align: center;">5280 (9) <i>Dale Velichkoff</i> <u>1A</u> Community Christian Cornerstone Christian Excelsior Herzl/RMHA Jim Elliot Rocky Mountain Lutheran Shining Mountain Waldorf Silver State Christian Denver Waldorf</p>	<p style="text-align: center;">ARKANSAS VALLEY (5) <i>Ernie Vigil/Dennis Smith</i> <u>1A</u> Granada Holly Springfield Walsh Wiley</p>	<p style="text-align: center;">BLACK FOREST (16) <i>Ray Lutz</i> <u>1A</u> Agate <i>(ASO)</i> Colorado Deaf & Blind Edison Elbert Hilltop Baptist Legacy Academy Simla <u>2A</u> Calhan Colorado Springs School Evangelical Christian Fountain Valley Hanover Kiowa Miami-Yoder Pikes Peak Christian The Vanguard School</p>
<p style="text-align: center;">CENTENNIAL (8) <i>Dave Hall</i> <u>4A</u> Mullen <u>5A</u> Arapahoe Cherokee Trail Cherry Creek Eaglecrest Grandview Overland Smoky Hill</p>	<p style="text-align: center;">COLORADO SPRINGS METRO (20) <i>Bob Lantzzy</i> <u>4A</u> Castle View <i>(ASO)</i> Cheyenne Mountain Falcon Harrison Lewis Palmer Mesa Ridge Mitchell Sierra Wasson Widefield</p>	<p style="text-align: center;"><u>5A</u> Air Academy Coronado Doherty Fountain-Ft. Carson Liberty Palmer Pine Creek Rampart Sand Creek</p>

Basketball Director's Manual | 2009-2010

Woodland Park

<p style="text-align: center;">CONTINENTAL (13) <i>Aurora Sports Officials</i></p> <p style="text-align: center;"><u>4A</u></p> <p>Rock Canyon</p> <p style="text-align: center;"><u>5A</u></p> <p>Chaparral</p> <p>Douglas County</p> <p>Gateway</p> <p>Heritage</p> <p>Highlands Ranch</p> <p>Littleton</p> <p>Mountain Vista</p> <p>Ponderosa</p> <p>Rangeview</p> <p>Regis</p> <p>ThunderRidge</p>	<p style="text-align: center;">DENVER (9) <i>Denver Public Schools</i></p> <p style="text-align: center;"><u>4A</u></p> <p>Denver North</p> <p>Denver West</p> <p>John F. Kennedy</p> <p>Thomas Jefferson</p> <p style="text-align: center;"><u>5A</u></p> <p>Abraham Lincoln</p> <p>Denver East</p> <p>Denver South</p> <p>George Washington</p> <p>Montbello</p>	<p style="text-align: center;">FISHER'S PEAK (5) <i>Jerry Santos/</i></p> <p style="text-align: center;"><u>1A</u></p> <p>Aguilar</p> <p>Holy Trinity Academy</p> <p>Primero</p> <p style="text-align: center;"><u>2A</u></p> <p>Hoehne (<i>% JS</i>)</p> <p>La Veta (<i>% JS</i>)</p>
<p style="text-align: center;">FRONTIER (11) <i>Jim Dorsey/Joe Garmatz</i></p> <p style="text-align: center;"><u>3A</u></p> <p>Academy (The)</p> <p>Arrupe Jesuit</p> <p>Bennett</p> <p>Clear Creek</p> <p>Denver School S&T</p> <p>Jefferson Academy</p> <p>Lake County</p> <p>Middle Park</p> <p>Pinnacle (The)</p> <p>Platte Canyon</p> <p>Sheridan</p> <p style="text-align: center;"><u>4A</u></p> <p>Jefferson (<i>DV</i>)</p>	<p style="text-align: center;">FRONT RANGE (12) <u>5A</u> <i>Lloyd Martinez</i></p> <p>Boulder</p> <p>Fairview</p> <p style="text-align: center;"><i>Donna Iverson</i></p> <p>Fort Collins</p> <p>Loveland</p> <p>Poudre</p> <p>Rocky Mountain</p> <p style="text-align: center;"><i>Aurora Sports Officials</i></p> <p>Horizon</p> <p>Legacy</p> <p>Monarch</p> <p>Mountain Range</p> <p>Northglenn</p> <p>Thornton</p>	<p style="text-align: center;">HIGH PLAINS (7) <i>Ernie Vigil/Dennis Smith</i></p> <p style="text-align: center;"><u>1A</u></p> <p>Cheraw</p> <p>Cheyenne Wells</p> <p>Eads</p> <p>Karval</p> <p>Kit Carson</p> <p>McClave</p> <p>Plainview</p>

Basketball Director's Manual | 2009-2010

INTERMOUNTAIN (4)

Justin Talbot/Ross Barlow

3A

Bayfield (**JT**)

Centauri (**RB**)

Monte Vista (**RB**)

Pagosa Springs (**JT**)

JEFFERSON COUNTY (22)

Dale Velichkoff

4A

Alameda

Arvada

Centaurus

Conifer

D'Evelyn

Elizabeth (**Bob Lantzy**)

Englewood

Evergreen

Golden

Summit

Wheat Ridge

5A

Arvada West

Bear Creek

Chatfield

Columbine

Dakota Ridge

Green Mountain

Lakewood

Pomona

Ralston Valley

Standley Lake

LOWER PLATTE (8)

JG&CP/WJ

3A

Caliche (**WJ**)

Haxtun (**JG&CP**)

2A

Akron (**JG&CP**)

Holyoke (**own**)

Sedgwick County (**own**)

Merino (**WJ**)

Wiggins

Wray (**JG&CP**)

METROPOLITAN (11)

Jim Dorsey

3A

Colorado Academy

Denver Christian

Faith Christian

Holy Family

Kent Denver

Lookout Academy

Lutheran (Denver)

Machebeuf (Bishop)

Manual (**DPS**)

Peak to Peak Charter

St. Mary's Academy

MILE HIGH (11)

Dale Velickoff

1A

Gilpin County

2A

Alexander Dawson

Dayspring Christian

Front Range Christian

Heritage Christian Academy

Longmont Christian

Lutheran-Parker

Maranatha Christian

Nederland

Resurrection Christian

3A

Denver Academy

Basketball Director's Manual | 2009-2010

NORTH CENTRAL (7)

JG/WJ

1A

Tom Gallatin

Briggsdale
 Pawnee
 Prairie

 Weldon Valley (*Gotto*)
 Fleming (*WJ*)
 Peetz (*own*)

NORTHERN (17)

4A

Bill Sullivan

Tom Gallatin

Berthoud
 Broomfield
 Frederick
 Longmont
 Niwot
 Roosevelt (B)
 Silver Creek
 Skyline
 Thompson Valley

Fort Morgan
 Fossil Ridge
 Greeley Central
 Greeley West
 Mountain View
 Northridge
 Roosevelt (G)
 Sterling
 Windsor

NORTHERN FRONT RANGE

Dale Velichkoff

1A

Justice

2A

Campion Academy
 Frontier Academy
 Union Colony Preparatory

3A

Brighton Collegiate

PIONEER (5)

Bob Lantzy

3A

Discovery Canyon

4A

Palmer Ridge
 Vista Ridge
Aurora Sports Officials

3A

Legend

4A

Valor Christian

PATRIOT (14)

Paul Webber

2A

Burlington

3A

Brush
 Eaton
 Erie
 Estes Park
 Highland
 Lyons
 Platte Valley
 Strasburg
 University
 Valley
 Weld Central
 Yuma

Basketball Director's Manual | 2009-2010

SAN JUAN BASIN (9)

JC/KC/RC/JT

1A

Dove Creek
Norwood (*JC/KC*)
Nucla
Ouray (*JC/KC*)
Ridgway (*JC/KC*)
2A
Dolores (*RC*)
Ignacio (*JT*)
Mancos (*%JT/RC*)
Telluride (*JC/KC*)

SANTA FE (6)

Ernie Vigil/Dennis Smith

2A

Crowley County
Las Animas
Swink
Jerry Santos
Rocky Ford
Fowler
John Mall

SKYLINE (9)

Aurora Sports Officials

4A

Fort Lupton
Prairie View
Ridge View Academy
Skyview
5A
Adams City
Aurora Central
Brighton
Hinkley
Westminster

SOUTH CENTRAL (8)

Jerry Santos

4A

Alamosa (*Ross Barlow*)
Canon City (*%JS*)
Pueblo Centennial
Pueblo Central
Pueblo County
Pueblo East
Pueblo South
Pueblo West

SOUTHEASTERN (6)

Ernie Vigil/Dennis Smith

1A

Branson
Campo
Kim
Manzanola (*%JS*)
Pritchett
Vilas

SOUTHERN PEAKS (12)

Ross Barlow

1A

Centennial
Creede
Crested Butte (*JC/KC*)
Moffat
Mountain Valley
Sierra Grande
2A
Antonito
Center
Del Norte
Sanford
Sangre de Cristo
Sargent

Basketball Director's Manual | 2009-2010

SOUTHWESTERN (6)

JC/RC/KC/CN/JT

4A

Montezuma-Cortez (*RC*)

Montrose (*JC/KC*)

5A

Central G.J. (*CN*)

Durango (*%JT*)

Fruita Monument (*CN*)

Grand Junction (*CN*)

TRI-PEAKS (15)

Bob Marken/Ernie Vigil/Dennis Smith/Jerry Santos

3A

Buena Vista

Classical Academy, The

Colorado Springs Christian

Dolores Huerta (*JS*)

Ellicott

Florence (*%JS*)

James Irwin

La Junta (*%JS*)

Lamar (*%JS*)

Manitou Springs

Peyton

Rye (*JS*)

Salida

St. Mary's

Trinidad (*%JS*)

UNION PACIFIC (6)

Aurora Sports Officials

1A

Deer Trail

2A

Byers

Limon

Jeff Gotto & Chris Packer

1A

Flagler

Genoa-Hugo

Stratton

WEST CENTRAL (4)

Pat Witty/Jerry Santos

2A

Cotopaxi (*%JS*)

Cripple Creek-Victor

Custer County (*%JS*)

South Park

YWKC (8)

Jeff Gotto & Chris Packer

1A

Arickaree

Bethune

Hi-Plains

Idalia

Liberty (Joes)

Lone Star

Otis

Woodlin

INDEPENDENT SCHOOLS (2)

Denver Public Schools

2A

Colorado Rocky Mountain

3A

Bruce Randolph

Basketball Director's Manual | 2009-2010

WESTERN SLOPE (28)

Kirby Clock/Jim Clayton	/Mike Durner / Randy Hunt / Chuck	Nissen
<u>1A</u>	<u>3A</u>	<u>4A</u>
DeBeque (Chuck)	Randy Hunt	Battle Mountain
North Park (Perry Lewis)	Aspen	Eagle Valley
<u>2A</u>	Basalt	Glenwood Springs
Hayden	Coal Ridge	Moffat County
Meeker	Gunnison (JC/KC)	Rifle
Paonia (JC/KC)	Roaring Fork	Steamboat Springs
Plateau Valley (Chuck)	Chuck Nissen	Chuck Nissen
Rangely (Chuck)	Cedaredge	Delta
Soroco	Grand Valley	Mesa County
Vail Christian	Hotchkiss	Palisade
Vail Mountain	Olathe (JC/KC)	
West Grand		

STRUCTURE & GOVERNANCE

1. History

Colorado high school basketball officials have been calling the game since the sport's inception into Colorado High School athletics with the first recorded boy's state championship game in 1922. About this time the officials worked for \$7 per varsity game and \$3 for JV. As basketball was still pretty sparse around Colorado and in particular Denver, officials would travel great distances to work any game they could get. The first girl's state championship game wasn't played until 1976.

Basketball officials in Colorado organized in 1921 to implement standardized procedures in rules interpretation and officiating practice. The local officials formed the "Rocky Mountain Board of the National Association of Approve Basketball Officials" which was the pre-cursor to the current IAABO. Through the leadership of the pioneers of the Colorado organization, eventually some of "our own" became very active on the national scene.

One of the pioneer officials that helped bring Colorado into national prominence was a Boulder native named Stuart Beresford. Mr. Beresford was a multi-sport athlete at the University of Colorado, graduating in 1929. Stu earned many varsity letters at CU in football, basketball, and baseball. He began a lifetime of involvement in interscholastic athletics as a coach and official in 1930. He joined the Rocky Mountain Board in 1931 and eventually was instrumental in forging the agreement with the Colorado High School Activities Association that resulted in an agreement that all high school basketball games in our state could be officiated only by members of the organization now known as Board #4. Mr. Beresford was the first of five individuals to be elected to the presidency of IAABO, beginning his term in 1954.

Four others have been elected to the presidency of IAABO through the past 55 years. Ernie Rossi, a Denver area educator and coach became president in 1964. (Ernie's first varsity game was in 1938 where he went solo in a game between Crowley and Sugar City. The score has been lost to posterity!) Jim Miller of Greeley became the third IAABO President in 1964. Jim was a Greeley native and a well-liked high school principal at Greeley West. Jim officiated NCAA Regional Tournaments several times in his successful career. The fourth IAABO president was the scholarly Dr. Al Schalge, a petroleum chemist who ascended into the presidency in 1986. The fifth Board Four president was the affable Dr. Ron Brown, a Denver area dentist.

As with most professions, authenticity and recognition are enhanced by membership in a national organization. IAABO has filled the role as a professional organization since its earliest roots in the 1920's. Because of the foresight of men like Stu Beresford, Colorado Board #4 members have profited greatly from this association and the dedication of the earliest members. Think of the large

Basketball Director's Manual | 2009-2010

number of Board #4 veterans who have moved to national prominence: one generation leading to the other. Remember just two or three years ago when three Board #4 veterans were selected among nine to officiate the Division One NCAA Final Four: Verne Harris, David Hall, and Randy McCall. That's one third of the "elite of the elite" of all basketball officials in the United States from one organization!

Other Board #4 members who have risen to national acclaim are –in no particular order- Irv Brown, five NCAA Final Four Appearances; Tom Fincken, one of only two people to work both a Final Four and a Super Bowl in a career; Ben Dreith and Pat Haggarty were prominent Division One basketball officials as well as their NFL status as premiere referees; Jim Miller and Rudy Marich of the Greeley Association had many selections as NCAA tournament officials; Bob Staffen of Lakewood has worked the NCAA Men's Tournament many times in his career.

Obviously Colorado has a long and proud affiliation with IAABO. IAABO provides numerous benefits and tools for their members, but one of the most significant is that it established guidelines for certification of their officials for various levels of basketball. IAABO is the only official's organization that requires certification for membership, creating a higher caliber of member and official than any other officiating organization.

Today Colorado Board #4 has over 1200 members from 18 Areas in 4 Regions and is the single largest Board membership out of the 160 Boards across the US and the world. Board #4 represents the entire state of Colorado which is unique from other states. All IAABO Boards follow the same procedures and guidelines for creating some of the best officials in the business. In 2009 Colorado Board #4 members officiated over 14,000 varsity contests between 322 schools.

Since 1920, the National Federation of State High School Association (NFHS) has led the development of education -based interscholastic sports and activities that help students succeed in their lives. We set directions for the future by building awareness and support, improving the participation experience, establishing consistent standards and rules for competition, and helping those who oversee high school sports and activities. The NFHS publishes playing rules in 16 sports for boys and girls competition, including basketball.

In Colorado, every basketball game that is played from High School on down, will be officiated according to NFHS rules unless otherwise noted.

Special Credits to Cliff Hendrick, Bob Ottewill, Gene Bunnell and Lee Rosa

IAABO

A. IAABO's Role

The role of IAABO is to educate and train competent officials, by providing continuous instruction through the development of materials suitable for the applicant official as well as the veteran, in order for IAABO officials to maintain the highest standards of officiating.



B. IAABO's relationship to Colorado Board #4 & Benefits of Membership

The relationship between the two is the same as it is for the 160 other boards, and that is to provide the instructional guidance that assists each of them in their applicant class and the clinics that the interpreters present to their members. To provide the outline for this instruction, a lesson plan syllabus, videos and power points on the relevant topics have been developed and should be part of every board's curriculum.

For example: IAABO has prepared and distributed a guide on how to conduct an applicant class. It highlights what are considered to be best practices that will help an applicant pass the IAABO exam. Not only did IAABO distribute the guide, they developed the materials to be used in the class. If followed, the percentage of applicants passing the test should increase along with the competence level of the officials certified. Materials include: Crew of 3 mechanics video, signals video, Crew of 2 mechanics video, power point presentations on single topics followed by videos of plays that reinforce the topic, including good calls (rulings), bad calls (rulings) and the "you make the call" (ruling).

IAABO convenes two national meetings per year, in the spring and fall that are free to all members. The spring meeting is the organizations business and awards meeting while the fall seminar is dedicated to basketball presentations regarding new rules, mechanics, and other basketball topics of interest. This meeting is also designed to prepare the local interpreters for the upcoming season, by making available the latest instructional materials that have been developed.

IAABO members also receive 5 issues each year of the newsletter SPORTORIALS, which is full of basketball information, news about IAABO members as well as news about the organization. All members are encouraged to submit a basketball article for publication, thus sharing their knowledge with other members of IAABO.

IAABO has provided a clinician for Colorado's annual clinic for the past 4-5 years at their expense and has enjoyed being a part of this annual event.

A Coordinator of Interpreters position has been established and each board interpreter has access to that person for answers to any basketball ruling or question that may arise in their area. The coordinator also conducts four conference calls each year for all interpreters where discussion centers on concerns sent in by other interpreters that may be helpful to all.

Basketball Director's Manual | 2009-2010

Board #4 is unique in that the entire state of Colorado is one board with 18 areas, while in the other states each area is a local board and one interpreter is allowed per board to access the conference calls. Understanding the makeup of Colorado, IAABO allows a representative from each area to participate in these conference calls and is happy to provide this service. IAABO also provides each area with a free Training Manual which retail for \$100 each.

IAABO has conducted a school in Greeley for the past five years providing leadership, clinicians, instruction, and on the court critiques to the officials in attendance. Feedback from attendees at the school has been primarily positive. The IAABO Staff reports that they have enjoyed providing the school as it provides an opportunity for training and allows them to meet and work with the reps that have volunteered to work with the IAABO. IAABO believes a good partnership has been established.

IAABO also offers its members an optional insurance package that is second to none in providing liability, medical and game fee reimbursement coverage's.

IAABO is a service organization and is on call to answer the needs of its local boards. Call them and they will provide the assistance you are requesting.

C. Breakdown of registration fees:

- Handbook which includes: rule book, case book, crew of 3 mechanics (in color), crew of 2 mechanics (in color), signals charts (in color), your membership roster, and the IAABO constitution.--\$18.00
- Sportorials- 5 issues- \$2.00 per issue--\$10.00
- Travel costs for your representative to 2 meetings--\$1.00
- Administrative costs--\$3.00
- Training (development of instructional materials, new technologies, conference call costs, etc)--\$3.00

D. TESTING

Two examinations are required of all applicants. The written rules examination is given in November. Successful passing (86%) of the written exam makes a candidate eligible for the practical floor examination. Both examinations must be passed in the same season. The Board conducts prospective officiating classes to assist new applicants. Refresher examinations are also given to each member.

The written test consists of 50 multiple choice and true and false questions. The passing score for certification is 86% and above, while Provisional certification is conferred for scores between 76% and 84%. Provisional certification allows applicants to retake the test in March. Scores under 76% will require the official to retake the test the following year. Unless a person passes with the minimum 86%, they will not be allowed to officiate varsity contests.

Each Area is required to administer and score the tests, then submit the scored tests back to the State Secretary for verification and recording of Certified and Provisional officials.

Basketball Director's Manual | 2009-2010

Exceptions: Certain areas of the state do not have enough certified IAABO officials to work the full schedule of varsity contests on given nights. When this condition occurs, Area's are allowed to utilize the Provisional officials and in some dire cases, the uncertified officials, provided they are working on a crew that has a minimum of one Certified IAABO official.

E. CONSTITUTION

IAABO's Constitution can be found in the first part of the IAABO book that is sent out each season. The IAABO Constitution is broad and allows for State and Area Boards to create their own Constitution and By-Law's that are distinct and specific to each board's needs.

It is highly suggested that every Area and Regional director read and understand the IAABO Constitution.

3. COLORADO BOARD #4

A. Expectations of members of Board #4:

- ✓ To follow the rules set out by NFHS during game situations.
- ✓ There are no restrictions upon members as to where they may officiate.
- ✓ Active members may officiate at any level of basketball they choose provided they are approved for that level.
- ✓ While officiating games that come under the jurisdiction of the Colorado High School Activities Association, members must wear the official uniform of the Board. The official uniform will be delineated in the Handbook of Colorado Board #4.
- ✓ A member shall be neatly groomed. The Board of Directors may adopt specific recommendations yearly which are detailed in the Handbook of Colorado Board #4.
- ✓ To be paid for officiating games based on the recommended schedule of fees for CHSAA approved games developed through cooperative action of the Executive Committee of Board #4 and CHSAA. Fee and reimbursement schedules will be posted each year in the Handbook of Colorado Board #4.
- ✓ Game officials are expected to abide by the code of ethics for their respective associations, as outlined in the Handbook of Colorado Board #4, including proper, accepted social conduct.

B. MEETINGS & DATES

Colorado Board #4 meets several times per year with a general calendar to follow these guidelines:

July 1	Induction date of New Officers and Chairmen
August	Executive Meeting
September	Executive Meeting/Board of Directors Meeting
Oct/Nov	Regional Master Clinics
January	Executive Meeting
May	Executive Meeting

C. Constitution & By-Laws

The Colorado Board #4 Constitution and By-Laws are a more stringent version of the IAABO Constitution and By-Laws. These are included in each member's Handbook each year with all changes from the Executive and Board of Directors meetings from the previous year.

Every member should read and be familiar with these documents, but it is incumbent on every Area and Regional Director to do so.

Basketball Director's Manual | 2009-2010

D. Budget & Funding

DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 Q1	2009 BUDGET
INCOME:					
MEMBERSHIP RENEWALS	77,296.00	77,069.11	75,838.21	56,448.25	80,000.00
NEW CANDIDATE TEST	15,247.00	14,920.00	18,749.50	784.00	15,000.00
LATE FEES	3,848.00	4,367.00	4,434.21	423.00	4,000.00
HANDBOOKS	0.00	0.00	52.00	0.00	0.00
IAABO PATCHES	310.50	1,437.00	1,235.00	226.00	1,500.00
INTEREST ON CD/SAVINGS	3,020.19	1,336.36	3,859.03	555.31	3,000.00
INTEREST ON CHECKING	98.82	111.90	480.54	9.48	50.00
AWARDS/HONORARY BANQUET	3,535.00	5,144.00	5,360.00	4,310.00	6,000.00
NEWSLETTER ADS	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	87.00	147.94	771.00	0.00	0.00
TOTAL INCOME	103,442.51	104,533.31	110,779.49	62,756.04	109,550.00
EXPENSES:					
IAABO DUES	39,165.00	31,581.95	44,275.00	0.00	42,000.00
DUES REFUNDS	0.00	1,128.00	929.50	0.00	0.00
HANDBOOK	1,918.50	2,179.50	3,008.56	2,912.56	2,400.00
CHSAA REGISTRATION	12,790.00	14,530.00	12,780.00	15,090.00	14,000.00
RETURNED CHECKS			167.00	0.00	
ILLUSTRATED RULEBOOKS	0.00	0.00	3,171.70	1,050.00	0.00
PARTNERS	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00
POSTAGE	4,007.00	4,710.19	4,771.14	5,370.36	5,000.00
TELEPHONE	0.00	0.00	0.00	0.00	0.00
OFFICE EXPENSE	1,856.89	3,403.29	2,336.83	1,703.82	2,500.00
COPY EXPENSE	0.00	242.94	0.00	0.00	250.00
NFIOA INSURANCE	11,291.00	7,055.04	8,720.00	0.00	11,500.00
EXAM EXPENSE	430.41	0.00	0.00	0.00	500.00
BOARD OF DIRECTORS MEETING	4,349.79	3,770.62	4,220.52	0.00	4,500.00
EXECUTIVE COMMITTEE MEETING	2,726.23	2,098.64	3,780.34	857.92	3,000.00
NATIONAL MEETING	1,741.38	1,258.83	1,760.48	0.00	1,000.00
MASTER CLINIC - METRO	0.00	986.79	0.00	0.00	750.00
MASTER CLINIC - WEST	0.00	1,093.10	913.07	0.00	750.00
MASTER CLINIC - NORTH	668.92	0.00	215.42	470.00	750.00
MASTER CLINIC - SOUTH	685.82	630.34	550.00	0.00	750.00
PROFESSIONAL FEES	1,900.00	2,107.50	2,250.00	375.00	2,400.00
AWARDS BANQUET	3,325.29	3,304.27	4,315.95	5,900.68	6,000.00

Basketball Director's Manual | 2009-2010

DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 Q1	2009 BUDGET
RECRUITING & RETENTION COMM.	0.00	0.00	0.00	925.43	2,000.00
PROFESSIONAL DEVELOPMENT	4,166.61	2,000.00	3,717.86	0.00	4,000.00
AWARDS	1,107.20	2,153.35	1,887.35	0.00	0.00
IAABO SCHOOL	0.00	0.00	3,245.00	0.00	8,000.00
PRESIDENT'S EXPENSES	0.00	346.64	1,777.37	325.21	1,000.00
IABBO PATCHES	908.95	300.00	0.00	1,692.00	1,000.00
ADVERTISING & PROMOTION	0.00	0.00	100.00	0.00	200.00
MISC. INSTRUCTIONAL			1,526.08	0.00	1,500.00
TOTAL EXPENSES	99,938.99	91,780.99	117,319.17	43,572.98	122,650.00
NET INCOME	3,503.52	12,752.32	(6,539.68)	19,183.06	(13,100.00)
BEGINNING FUND BALANCE	84,539.01	88,042.53	100,794.85	94,352.17	
NET INCOME/LOSS	3,503.52	12,752.32	-6,539.68	19,183.06	
LESS: RESERVE FUND CD	26,734.77	28,067.01	29,033.07	29,033.07	
LESS: CD INVESTMENT	41,458.39	41,462.51	40,000.00	43,946.85	
ENDING FUND BALANCE	19,849.37	31,265.33	25,222.10	40,555.31	
GAME FEE	52.00	54.00	54.00		54.00
DUES	77.00	77.00	77.00		77.00
BREAK EVEN	74.30	67.19	82.03		86.36
# OF OFFICIALS - TOTAL	1,300.00	1,300.00	1,300.00		1,400.00
# OF OFFICIALS - CERTIFIED	1,150.00	1,150.00	1,150.00		1,200.00

Basketball Director's Manual | 2009-2010

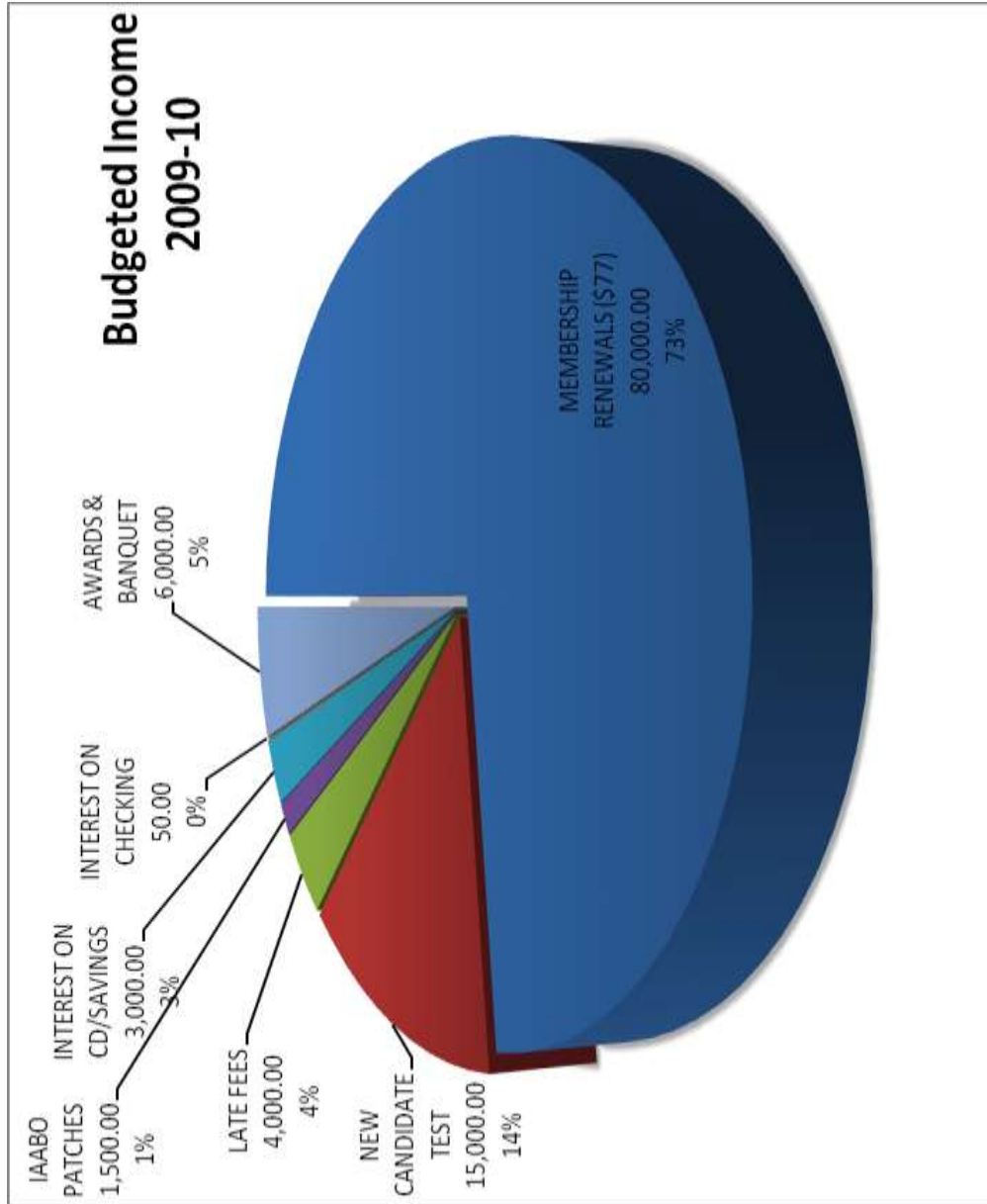
BUDGET ASSUMPTIONS

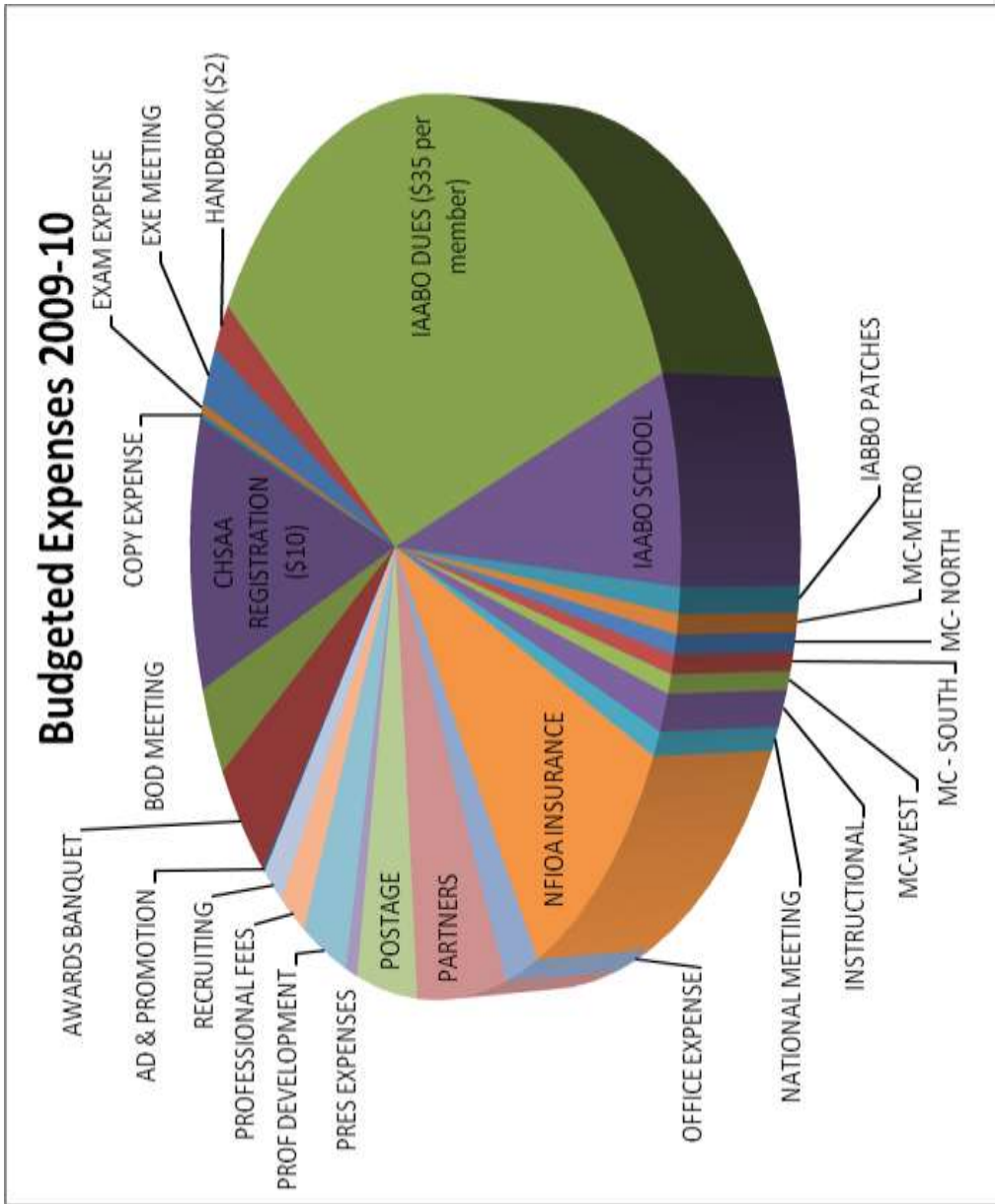
- 1 IAABO DUES (\$35 per official) Based on 1,200 Certified Officials
- 2 HANDBOOK PRINTING (\$2 per official) Based on 1,200 Certified Officials
- 3 CHSAA REGISTRATION (\$10 per official) Certified and Non-certified
- 4 PARTNERS - Flat Fee Paid for Monica Tillman's Employment
- 5 POSTAGE, TELEPHONE, OFFICE - Fees Attributed to Our Association
- 6 NFIOA FEDERATION DUES - Monica will Assign a 23% Factor for Basketball Dues
- 7 EXAM - Costs for Test in the Spring
- 8 BOARD AND EXECUTIVE MEETINGS - Limited to 1 Reimbursement Per Area
- 9 NATIONAL MEETING - Reimbursable Costs Associated with the National IAABO Conference
- 10 MASTER CLINICS - Costs Associated with the Clinics Held Throughout the State
- 11 PROFESSIONAL FEES - Costs for Financial Reports and Tax Preparation
- 12 AUDIT - No Audit for 2007 Recommended Every 5 Years Due for New Audit in 2009
- 13 PROFESSIONAL DEVELOPMENT - Expenses Include Education and Training
- 14 PRESIDENT - Reimbursable Costs
- 15 ADVERTISING - Expenses to Promote Officiating

OTHER:

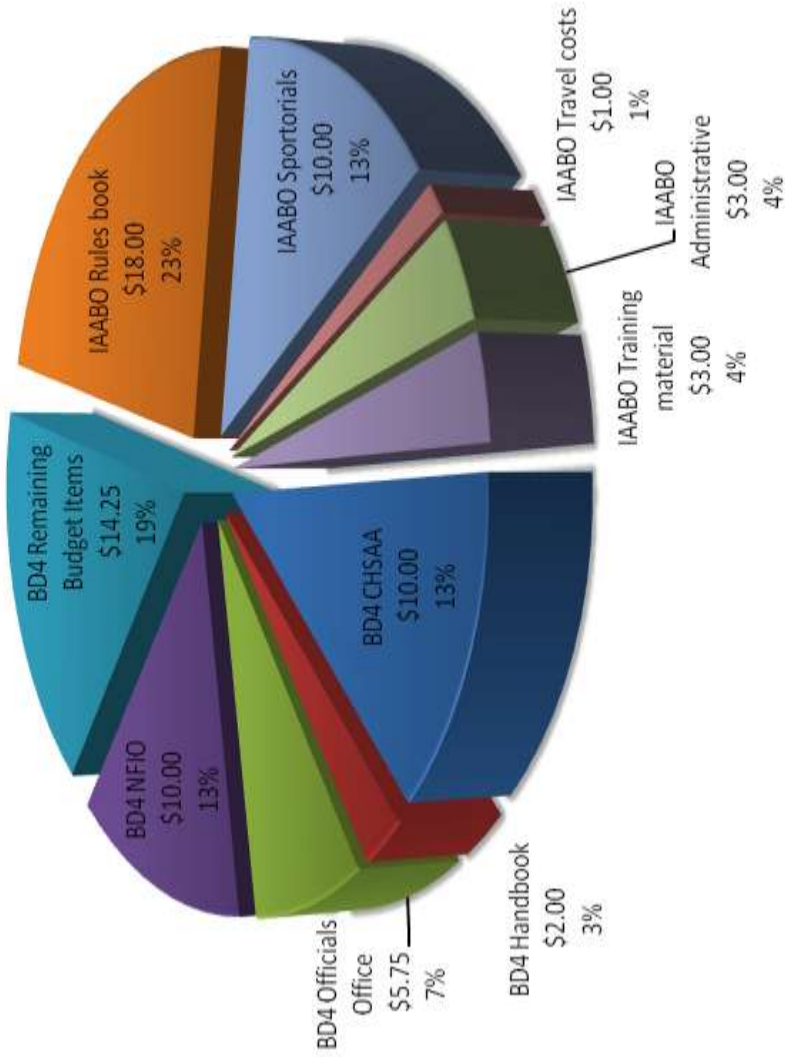
- 1 Expenses are Based on 1,200 Certified Officials Except for the CHSAA Registration
- 2 MEMBERSHIP RENEWALS - Revenue Increased by 30% for Dues Increase to \$77 in 2004
- 3 NEW CANDIDATE TEST - (\$60, 250 tests) Not Increasing the Cost to Take the Test
- 4 Dues Remain \$77 for 2009. Will Re-evaluate Each Year

The Association to Maintain a Minimum of 3 - 4 Months Operating Expenses for Reserves
5 (\$25,000)





**Annual Dues Breakdown 2009
(\$77 = \$35 IAABO + \$42 BD4)**



4. State Committees

Colorado Board #4 has created several standing committees. The committee's representation, experience and diligence in crafting recommendations on select topics allows the Board to make informed decisions. Each committee chairperson is selected by the President, while committee members also serve at the President's pleasure.

a. AWARDS COMMITTEE

- Jim Dorsey Denver Co-Chairman
- Ron Brown Denver Co-Chairman
- Mertice Wallace Aurora Chairperson of Awards Banquet

Purpose – To search and select deserving recipients for the multiple awards presented to state organization as a whole. These awards include the Honorary Members, Al Schalge Award, Gene Bunnelle Award, NFOA awards. The requirements for each of these awards can be found in the annual Handbook.

b. BUDGET COMMITTEE

- Beth Uhlrich Centennial Co-Chairperson
- Scott Bailey Eaton Co-Chairperson

Purpose – To assist the Treasurer in crafting an annual budget for the association to be passed by the membership.

c. CONSTITUTION REVISION COMMITTEE

- Jim Beers Ft. Collins Chairperson
- Jim Dorsey Denver
- Pat Osness Arvada

Purpose – To evaluate and advise on any amendments, additions or changes to the Colorado Board #4 Constitution and By-Laws. All suggestions will be made through this committee to determine if the suggestions are in accordance with existing rules and regulations.

d. MASTER CLINIC COMMITTEE

- Danna Schwenk Aurora Chairperson
- Kevin Kizewski Colorado Springs
- Lloyd Martinez Longmont
- Steve Braslin Grand Junction
- Dave Renquest Broomfield

Purpose – To provide an annual rules interpretation meeting that also conveys new and pertinent information from the national and state level. This meeting will be informational as well as educational in scope. It will be similar in format throughout the

h. AD HOC COMMITTEES

State Survey

- Mike Engle Boulder Chairman

Purpose – Ad Hoc Committees are assembled at the behest of the President and Board of Directors for projects that fall outside the scope of standing committees..

IAABO Camp

- Dan Kunkel Ft Collins Chairman

Purpose – To promote and help organize an educational forum for all levels of officials in the state of Colorado, with the assistance of National IAABO.

5. Colorado High School Athletic Association



CHSAA is the governing body for the state high schools activities. CHSAA sanction and controls all events in which Colorado high schools participate. In Colorado it is optional for high schools to join CHSAA and abide by their rules. Membership gives the schools an organizing body and guidelines under which to participate. If schools choose not to be members of CHSAA they are ineligible for any CHSAA sponsored activity, up to and including post season and state championships.

Each school pays a membership fee to CHSAA and agrees to abide by the rules that CHSAA has laid down for each individual activity.

This structure of CHSAA was laid out specifically for a balance of power of all schools in the state regardless of size or location.

CHSAA is formed with three levels of administration:

- **Board of Control:** 60-80 member group that determines policy across all activities and sports as well as individual sport and activity needs. The membership is comprised of set designated positions in each classification. Should a vacant position occur in a classification, the member schools of that particular classification will vote on a representative to fill that position.
Subcommittees of the Board of Control Include:
 - **Fee Committee:** 6 members from the BoC plus other invited members. They are the recommending body for all fee changes including game fees, mileage allowance, stipends, per diems and reimbursements.
 - **Basketball Subcommittee:** 20 members made up of members of the BoC plus invited coaches and athletic directors and the President of Colorado Board #4. This group discusses and makes recommendations on basketball related issues including league designation, classification, etc.
- **Executive Board:** The Executive Board is a group of about twelve members that works on day to day policy for all the member schools. This Executive Board is contains representatives from the largest school districts and the state board of education as well as legal counsel. If CHSAA has any policy questions the Executive Board will resolve and rule on it. If a decision can't be made, the issue goes to the Board of Control.
- **CHSAA Commissioners:** These people are the visible face of CHSAA with 7 positions that perform the day to day administration of all the activities and sports and execute the rules and decisions of the Executive Board and Board of Control.

Basketball Director's Manual | 2009-2010

They are selected by a hiring committee confirmed in their position by the Executive Board. Specifically relevant to Board #4, a Basketball Commissioner at CHSAA implements, monitors and rules on situations that arise. They are the ones to adjudicate the rules of CHSAA.

- Liaison to Officials commissioner: The role of this position is to act as liaison between the officials' organizations and CHSAA. This person assists with the assignment of post season CHSAA sponsored events, recruiting and retaining new official for each activity and sport, and resolving issues that arise between member schools and officials.

This position oversees a group known as Partners, which includes the Presidents of the various officials' organizations. This group discusses officiating in general, recruiting, retention, fee structures, travel fees, etc. If Partners has a recommendation for a change in CHSAA policy, their representative takes it to the Board of Control for adoption into policy.

- CHSAA and the Partners Group jointly fund an Administration Assistant to handle the administrative paper work associated with the officials organization, including paying dues, membership communication, membership packets, editing handbooks, ordering supplies, collection of funds for social functions, etc

Individual Partner agency cost sharing for the Administrative position is determined based on each groups total membership. CHSAA provides an office and tools necessary to conduct the job effectively.

CHSAA relationship to CO Board #4

- CHSAA calls for applications for Post Season officials that comply with the rules set forth by Colorado Board #4 and its respective Areas rules.
- CHSAA can impose criteria for each official that works their sponsored events above and beyond IAABO and Federation and Board #4 Rules.
- CHSAA requires officials to submit disciplinary reports on Technical Fouls and Ejections to be used as a basis for further disciplinary actions resulting from these reports.
- CHSAA is also responsible for all member school facilities meeting minimum standard requirements set out by the National Federation governing rules and courtesy between schools and officials.
- Once officials are verified as eligible by their respective Regions for post season, CHSAA then assigns with the assistance of a committee officials to each game.

Basketball Director's Manual | 2009-2010

- CHSAA is responsible for conducting criminal background checks on officials for any crimes related to children. CHSAA is accountable to their member school for providing contractors that are in good moral standing relating to crimes against children

Post Season Assignment:

The CHSAA role for post season includes creating the tournament brackets for each classification and gender. CHSAA also uses a variety of method to seed the teams for each of the brackets.

Once the list of qualified officials has been approved by each region/area, CHSAA publishes the list for member schools and each school has the capability of voting for whom they think are the best officials (maximum number set by CHSAA) or the schools can request that an official not be assigned to a game in which they are participating. CHSAA has the final decision on officials working their games.

The Selection Committee is formed to advise CHSAA on assignments and officials for post season play. This committee is typically consists of 12-15 members and is geographically diverse in nature and classification. Members of the committee are selected on a rotating basis from large conferences, school districts, assignors and others familiar with a large number of officials and their ability. The committee and CHSAA make every attempt to coordinate the level of officiating experience, geographical neutrality and travel commitments through all classifications.

Disciplinary Relationship:

CHSAA can recommend that Board #4 of officials review particular individuals for breach of constitution, by-laws and CHSAA rules. In extreme circumstances, if CHSAA disagrees with a decision made by Board #4, they can then sanction further action.

Recruitment & Retention:

CHSAA's position of Officials Liaison is charged with facilitating the recruitment and retention of officials for all sports at all high school levels. This position is also responsible for evaluation of post season officials. CHSAA engages volunteers for each site during post season and pays their expenses in exchange for their time.

This position should work closely with the Board #4 Recruitment and Retention Committee by submitting new and interested official's contact information. It is then up to the respective sport to handle any training and membership needs.

Basketball Director's Manual | 2009-2010

Transfer Officials:

CHSAA passes on to the area directors all transfer official's information to the respective area that the new official resides.

CHSAA Personnel:

CHSAA LIAISON BERT BORGMANN
14855 E SECOND AVE
AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: bborgmann@chsa.org

CHSAA TOM ROBINSON
OFFICIALS 14855 E SECOND AVE
LIAISON AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: trobinson@chsa.org

CHSAA LISA CUNNINGHAM-AUSTIN
ADMIN. 14855 E SECOND AVE
ASSISTANT AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (303) 367-4101
Email: lcunninghamaustin@chsa.org

CHSAA MONICA TILLMAN
OFFICIALS 14855 E SECOND AVE
ADMIN. AURORA 80011-8900
ASSISTANT **Work Phone:** (303) 364-1337
Fax: (720) 859-8792
Email : mtillman@chsa.org

Basketball Director's Manual | 2009-2010

Regional Director Responsibility and expectations:

- Act as the conduit of information exchange between the Areas represented in the specific region and Colorado Board #4.
- Expected to take a leadership role in representing each area within their region on state, regional and local matters.
- They are the voice of the Executive Board in their home region.
- They play a role in conflict resolution if a matter cannot be decided within a given Area.
- Should a resolution to a situation not be reached at the Area level, it is the Regional Directors responsibility to take the matter to the Executive board for further clarification and resolution.
- They are responsible for organizing their regions master clinic annual meeting.
- The Regional Director is required to participate in all State Executive Committee and Board of Director Meetings.
- Regional Directors are required to provide regional updates to the Board of Directors and Executive Committee.
- The Regional Director has one of 11 votes on the State Executive Committee.
- Regional Directors are elected to serve a two year term.
- They must be elected from the Region that they represent.

Regional Elections:

There are four Regional directors positions consisting of; the Southeast including Areas 1-7 (11 Area Directors), Metro Area 8 (3 Area Directors), the Northeast including areas 9-12 (8 Area Directors) and the West with Areas 13-18 (7 Area Directors).

SOUTHEAST

District 1 - Alamosa
District 2 - Lamar
District 3 - Trinidad
District 4 - La Junta
District 5 - Pueblo
District 6 – Colorado Springs
District 7 – Arkansas Valley

METRO

District 8 – Denver

NORTHEAST

District 9 - Boulder/Longmont
District 10 – Brush/Ft. Morgan/Sterling/ Yuma/Limon
District 11 - Greeley
District 12 - Ft. Collins/Loveland

WEST

District 13 - Delta/Montrose
District 14 - Rifle/Glenwood Springs
District 15 - Yampa Valley
District 16 - Grand Junction
District 17 - Durango
District 18 - Cortez

Basketball Director's Manual | 2009-2010

West and Metro Regional director positions come up for re-election on even years and the Northeast and Southeast regional directors are elected on odd years.

Procedures for regional elections start with nominations in each area of that specific region and all nominees will be included on a ballot. Ballots will be mailed from the Officials office at CHSAA with the annual dues notice in February. Ballots must be returned by the specified closing date prior to July 1. The Officials Administrative Assistant is responsible for counting the ballots returned and notifying the President of the results. The position will be announced before but no later than July 1.

The Colorado Board #4 By-Laws state that nominees for Regional Director must be a member in good standing that were, or are currently, Area Directors within that region. If none of these members are available or willing to serve, the Executive Committee shall nominate a candidate from the active membership of IAABO Board Four.

As of 2009/2010 electronic balloting for the Regional Director position will be allowed.

The 6 year Presidential position (2 years each as President-Elect, President and Past President) will be filled by the Regional Director from the region whose alternating turn it is for that position at that point in time. President-Elect positions alternate in the order of Metro, Southeast, Northeast and West.

2003	West	Randy Hunt
2005	Metro	John Fochi
2007	Southeast	Bob Lantzy
2009	Northeast	Paul Webber
2011	West	
2013	Metro	
2015	Southeast	

7. DISTRICTS (AREAS)

A. Area Director Responsibility and expectations:

- Adherence to and knowledge of their local, state and national Constitution and By-Laws. Each area is required to have a copy of their local constitution on file with the Secretary and/or Officials office at CHSAA.
- Act as the conduit for information exchange for members in the Area and between the directors given Area and the Region.
- Expected to take a leadership role in representing their area within their region on regional and local matters.
- They are the voice of the Board of Directors in their home Area.
- They play a role in conflict resolution if a matter cannot be decided between members within their given Area.
- They are responsible for assisting or organizing their regions master clinic annual meeting should it be that Area's turn to host.
- The Area Director is required to participate in the State Board of Directors Meetings held annually each September.
- Area Directors are required to provide Area updates to the Regional Director to take to the State Executive Meetings.
- The Area Director has one of up to 48 votes on the State Board of Directors.
- Area Directors are elected to serve a two year term unless that Area has 3 directors then it rotates every third year.
- Must be elected from the Area that they represent.
- Shall respond in a timely and professional manner to all correspondence from the CHSAA office, Executive Committee and State Committees.
- Submit and follow the prescribed procedure for the procurement of Professional Development funds.
- Collect and submit a list of officials from the area for post season consideration. It is imperative that the prescribed guidelines as developed by CHSAA are met.
- Each Area must host a minimum of 6 meetings during the basketball season. At least 5 of these meetings must pertain to rules study and officiating procedures.
 - Establish meeting dates and locations
 - Keep all meeting attendances
 - Compilation of records on required examination, collection of monies and maintenance of records on each member in your area.
 - Notify the Secretary and/or CHSAA Officials office when a member fails to meet the obligations of minimum membership of the local board.

Basketball Director's Manual | 2009-2010

- Administration of the examination in accordance with the policy established by CO Board #4. Integrity of the exam is of the utmost importance as is consistency state-wide.
 - Remittance of the exam to CHSAA by the day following the administration of the test.
 - Sending all applicable forms and collected monies to CHSAA by the next business day.
- Administration of the Floor Examination for those that passed the IAABO written exam.
- Administer and grade the approved National Federation test for all the previously registered officials in your area.
- Establish a local recruiting program to encourage qualified individuals to become members of your Area and Colorado Board #4.
- Area Directors will have exclusive duties to their Area above and beyond the general expectations that should be outlined below and passed on to new Area Directors:
 - 1 (Add your area specific requirements)
 - 2
 - 3

B. Area Elections:

Each Area is responsible for election of their representative. It is highly encouraged that a system be in place to determine eligible candidates, allow for campaigning by the candidates, and administration of the election and compilation of results before the appointed date of March 15.

Area Directors will serve a minimum two year term, and can be re-elected in back to back elections. There are no term limits on Area Directorship.

The Executive Committee shall verify the election of the Area Directors. If an election is not held locally, election results are not reported by the assigned date, or there is some irregularity in the election, the Executive Committee shall appoint the area director(s). The appointment will be from those active members within the area being represented, to serve until the local district can hold an election to fill the vacancy.

Procedures for the Area's election process should be documented, added to this manual and passed on to new Area Directors.

Basketball Director's Manual | 2009-2010

Area Election Procedures:

No later than March 15 of each year, each district will notify the President of that active member from the district who shall serve as representative(s) on the Board of Directors. All representatives shall serve two-year terms. Those districts having only one representative shall elect only in years that are even or odd, matching the character of their district number. Those districts having more than one representative shall elect every year, with the number to be elected determined by the district so as to provide alternating terms of office.

Requirements for Area Directors nominees:

The only requirement according to CB4 constitution is that the nominee must be an active member. Local and Regional areas might have additional requirements based on years, service, etc.

C. Common Annual Deadlines

Handbook/Directory Information	August 1
Honorary Applications	August 1
Order Rule Books and other materials	August 1
Board of Directors Meeting	September
New Officials Classes	September-October
Regional Master Clinics	October/November
IAABO Exam	First Monday November
Return of unsold Books/Materials	November 15
Dues Notice/Regional-State Ballot	February 1
Post Season Application	February 1
Spring IAABO Exam	First Monday in March
Dues Due Date	March 1
Regional/Area Director Results	March 15
Last day to submit Dues	June 1
Executive Committee Meetings	January, May, August, & September

D. Reimbursement Procedures:

Members of the Executive Committee and Board of Directors are entitled to reimbursement of their travel fees to attend mandatory meetings. It is Colorado Board #4's hope that more meetings via conference call will be available in the future to reduce expenses. Until then, all reasonable travel fees will be reimbursed after submittal to the Treasurer of the proper receipts and a form summarizing the expenses incurred. Mileage is currently being paid at \$.40 a mile. The Treasurer will strive to reimburse each member before they depart the meeting.

8. Educational Tools & Resources

Colorado Board #4 makes sure that all Directors have adequate tools and resources available at all times to assist in further educating Colorado officials. Below you will find a list of items that should be available to you as a Director or that individuals can subscribe to on a personal basis. While this list is a great start, it by no means covers all available items.

A. Online

Myreferee.com

If you have an account on ArbiterSports, which every Colorado official does courtesy of CHSAA, then the members have access to Myreferee.com. Simply Log In and you will see the MyReferee tab.



Basketball Director's Manual | 2009-2010

MyReferee, launched in December 2006, gives sports officials the chance to access content customized to their needs, courtesy of two officiating industry leaders — *Referee* magazine and Arbitersports.com. Along with relevant articles selected by sport, MyReferee includes a searchable database containing *Referee* magazine articles. Additionally, Myreferee.com includes quizzes on the rules to keep you on your toes!

www.Referee.com

This website was designed as an accompaniment to Referee Magazine. Their objective is to keep sports officials informed of news and significant developments in the officiating industry and has quickly become relied upon to keep officials up-to-date with need-to-know information they can't get anywhere else.

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Referee Story Mentioned in The Best American Sports Writing
For the first time, a story published in *Referee* magazine has been mentioned as one of the best features of the year in *The Best American Sports Writing*.

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NASO
National Association of Sports Officials

NASMT

Basketball Director's Manual | 2009-2010

www.NFHS.com

This is the place to go to purchase additional materials for high school officials.

-RULES BOOKS which are published by the National Federation of State High School Associations (NFHS) contain the official rules for high school sports. These books are designed to explain all aspects of the game. They are used by coaches, officials, players and many fans who wish to know more about the rules of the game.

-CASE BOOKS are published separately in baseball, basketball, football, softball, and track and field and are a supplement to the rules books. These books contain actual play situations.

-OFFICIALS MANUALS have been developed in baseball, basketball, football, softball, and track and field. These manuals are directed specifically to those who wish to enter the field of officiating or to those who wish to improve their competence.

-CASE BOOKS AND MANUALS are published as a combination book of the case book and officials manual. They are printed for the sports of volleyball and wrestling.

-SPORTS HANDBOOKS in basketball and football have been developed for use by players, coaches, officials and others interested in the game. They include brief histories of the games, procedures followed in developing the rules and emphasizing the philosophy of the rules committees. The football handbook also includes the rules for flag football and touch football.

-RULES SIMPLIFIED AND ILLUSTRATED for basketball and football are published annually. These books make use of cartoons and diagrams to clearly explain situations which might otherwise be difficult to comprehend.

-Videos on DVD of plays and situations.

Basketball Director's Manual | 2009-2010

The screenshot displays the website for the National Federation of State High School Associations (NFHS). The header includes the NFHS logo and the text "National Federation of State High School Associations". A search bar is located on the left side. Below the search bar is a vertical menu listing various sports and resources, including Basketball, Boys Gymnastics, Boys Lacrosse, Field Hockey, Football, Girls Gymnastics, Ice Hockey, Soccer, Softball, Spirit, Swimming & Diving, Track & Field, Volleyball, Wrestling, Competitors #, Lane Numbers, NFHS Handbook, Record Book, Court & Field, Make It Official, Citizenship, NIAAA, Speech & Debate, Healthy Lifestyles, Misc Music Products, Coaches Association, Music Association Misc, Officials Misc, Gen Sports Prod, NFHS Misc, and Spirit Misc. The main content area shows a grid of products under the heading "Now In: Basketball". The products are: "2008-2010 Basketball Handbook" (dark blue cover), "2009-2010 Basketball Case Book" (green cover), "2009-2010 Basketball Rules Book" (purple cover), "2009-2010 Basketball Rules By Topic" (NFHS logo), "2009-2010 Basketball Simplified & Illustrated" (NFHS logo), "2009-2011 Basketball Officials Manual" (blue cover), and "Basketball Scorebook" (white cover with "PICTURE UNAVAILABLE" text). A shopping cart icon with "(0)" is in the top right corner.

www.eOfficials.com

Anyone can become an ESO member, though membership will be of particular interest to officials in any sport and on any level. In fact, many officials who might not yet be members will be required to join by their local associations who use eofficials.com in the certification process. Additionally, coaches, administrators, scorers/timers and others needing to learn about officials and their work will find helpful information at eofficials.com.

ESO is a company built for officials, by officials. Through a dynamic web presence, ESO offers its members many innovative online tools. The Rules Excel™ database – consisting of online rulebooks – serves as the hub for many of these tools. Rulebooks are searchable and rules are linked to educational supplements such as video clips, exam questions, casebook plays, official interpretations, expert advice, cross references, and rule difference information. Under the ESO umbrella are many other assets tailored specifically for officials, such as

Basketball Director's Manual | 2009-2010

lectures, educational printed matter, personalized fitness and nutrition programs, news items, corporate discounts, and much more.

Membership is free for basic uses, but to access the myriad of other services that ESO offers you will need to subscribe to their premium membership.



www.Ref60.com

TO TEACH -- The unique model of delivering free educational content in small, steady portions from respected sources has been extremely well-received by basketball officials through our **REF 60** site, so we have extended our officiating "**60 Second**" reach to include other sports, as well as a **COACH 60** site to assist the teachers of our games.

TO SERVE -- As we strive to consistently deliver the material to enhance your officiating and coaching experience, our **SHOP 60** site is designed to be the destination of choice for your equipment and apparel needs.

TO INSPIRE -- In addition to feeding your mind and clothing your body, we also want to nourish your spirit. Our **Inspiration 60** site will deliver short bursts of motivation in the form of stories of ordinary people accomplishing extraordinary feats in the face of great adversity.



B. Publications

Officials Quarterly – Published by NFHS, this magazine is sent out to all members of the NFHS and is mailed four times a year. All Colorado Board #4 members should receive this valuable periodical.

Sportorials – Published by IAABO for all of their members. This publication is free to all Colorado Board #4 members. Sportorials is a collection of IAABO news and events as well as information on other IAABO members and timely officiating news. This newsletter is sent out 5 times per year.

Referee Magazine - As the original magazine for sports officiating and the industry's best known publication, *Referee* has set the journalistic standard for developing educational and training materials vital to sports officials.

Referee serves a core audience of sports officials from Youth to Professional levels. Veteran and new officials alike look to the magazine every month for critical information to educate and succeed in their avocation. Every issue is filled with the latest breaking officiating news, up-to-date rules information and interpretations, special features on relevant issues like health, legal and financial matters, plus profiles and interviews with the top personalities in officiating. Subscription for one year of *Referee* – 12 issues for \$46.95

C. IAABO RefSchool® 2009

CB4 was given 36 free accesses to the Ref School On-Line Study Program. They have been distributed to the 29 Area Directors and to Dave Smith, Kevin Meador, Joaquin Gallegos, Bob Lantzy, Jerry Brink, and Dan Kunkel. It is CB4's desire that the members of the Executive Board share the access codes so that we can all utilize the online program, and provide another great training tool for the Area Directors to pass more members!



Over the past 3 seasons, **IAABO RefSchool®** has provided hundreds of applicants with an at-home study tool to assist them in preparing for the certification exam, as well as provide a review for the serious official.

The basics of **IAABO RefSchool** remain the same, with hundreds of questions from actual past IAABO exams and refresher tests, helping each official to:

- Identify areas for improvement and recognize areas of strength
- Master each section of the rulebook as they go along with the class
- Practice material from specific rules or the entire rulebook at once
- Reinforce understanding thru instant feedback
- Track progress with quiz and rule-by-rule statistics
- Maintain rule knowledge from year-to-year through updates with new questions and rule changes each season

To get started, go to:

<http://www.ruleboxsoftware.com/iaabo.aspx>

This page is also directly available from the <http://www.iaabo.org> website.

Click on 'Login', and then enter your username and password to access your personal account.

The basic features of the program include:

- Begin a New Test**
- Statistics**
- Saved Tests**
- Study Plans**
- IAABO Discussion Board**
- Announcements**
- Quick Tour**

D. VIDEOS

Colorado Board #4 purchased all 12 DVD's that IAABO offers for sale. These videos were reproduced and a copy of each was distributed to each Area Director. The intent was for these videos to start a library that the Area Directors can use for meetings and classes and that will be expanded as new videos are purchased by Board #4.

- 2008 Crew of Three Mechanics
- 2007 Crew of Two Mechanics
- 2008 Crew of Two Mechanics
- 2008 Crew of Three Mechanics
- 2008 Guarding, Block/Charge, Post Play
- 2008 High School Rules Changes
- 2007 Special Situations - Control Front Backcourt; Continuous Motion
- 2007 Traveling
- 2008 Traveling
- 2008 Legal Issues - "Familiar Questions"
- 2008 Free Throw Administration & Throw-in
- 2004 Official - Coach - Player Relations

E. CHSAA

CHSAA purchased an innovative software program that works with live video to break down and itemize calls that were made by officials. Contact Tom Robinson if you would like to utilize this technological breakthrough.

F. Guest Speakers

Every area has access to a host of select individuals that can bring another dimension to your meetings and classes. We encourage you to think outside the box when contemplating guest speakers.

-CHSAA personnel	-State selection committee members
-Colorado Board #4 officers	-Veteran High School/Collegiate Officials
-Assignors	-Coaches (High School & College)
-Tax advisors	-Personal Trainers
-Dieticians/Nutritionists	-Retired Officials

The list goes on...

Area Director Questionnaire

The following section asks questions of the Area Director for each of the areas in the state. The answers should be used as a guideline for the incoming Area Directors as well as for exchange of information and a learning tool for other areas to improve or consider implementing procedures that have proven useful.

It is hoped that as Area's develop their programs and understanding of the questions, that these documents will change in the future.

Area 1

1. Recruitment Process- How do you get new officials for your area?
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **We talk with new and old officials for recruitment on a weekly basis.**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost? **We use study guides, old tests, game films, on court training to understand calls.**

3. Mentoring Process – Do you have any system in place? **Yes**
 - a. Is there a Committee? **Yes**
 - b. Do you have rules for Mentors? **Yes**
 - c. What are your rules for Mentees? **Only to tell them what they are doing wrong after the games.**
 - d. How do you select the Mentor to Mentee? **It is picked by area director.**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **Yes this is done by the area director by talking with both.**

4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Ross Barlow**
 - b. How are the assignors selected/hired? **By the schools.**
 - c. What are responsibilities between assignor and area director? **Assignor only assigns while area director does the training.**
 - d. What process is used to assign in your area? **Ross assigns using Arbiter.**
 - e. Is there any feedback between assignor & directors? **Yes, a lot of talking between us.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **Yes, done by Ross Barlow, Ric, Cline & Bill Metz.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **No**
 - h. Do your officials work in other areas? **Yes, some in Pueblo and College**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Ross Barlow contact by first week of November.**

5. Area Evaluation Process
 - a. Who runs it? **Bill Metz**
 - b. What are the objectives of it? **To evaluate every official for several games**
 - c. What are the requirements for it? **Must have worked as an official and not be working now.**
 - d. How and to whom are they submitted to? **To CHSAA**

Basketball Director's Manual | 2009-2010

- e. How is the evaluation converted to a ranking? **Bill uses them for his ranking**
 - f. What are the evaluation expectations for each level of official? **To hear good and bad so that the official can improve.**
6. Area Meetings
- a. How many are required? **We meet every Monday. Must have 5 meetings before Christmas and 3 after.**
 - b. Who Sets the logistics for each meeting (time place date)? **Area director**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **Only if the regional director comes down.**
 - d. Do you use Agendas and who creates them for each meeting? **Yes, area director.**
 - e. Do you use speakers or educational tools? Give some past examples... **Yes and films, coaches & problems.**
 - f. Are attendance records kept? By whom and where? **Yes, by the secretary.**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Nominate one week and vote the next.**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **Yes, President, Vice President & Secretary/Treasurer**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **The Treasurer**
 - j. Is there any other local differences such as banquets or awards? **No**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **Standard by the school, assignors, AD, Coaches and Area Director.**
 - b. Typically how many officials does your area send? **2-3 every year.**

Area 4

1. Recruitment Process- How do you get new officials for your area? **We advertise in the local newspapers – La Junta, Las Animas, Rocky Ford, Fowler and Ordway**
 - a. Do you have a Committee? **N/A**
 - b. Is there a budget for this process? **N/A**
 - c. What type of communication with State Committee & CHSAA do you have? **N/A**
2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost? **We offer 6 test sessions before the final test, one per week.**
3. Mentoring Process – Do you have any system in place? **No System in place.**
 - a. Is there a Committee?
 - b. Do you have rules for Mentors?
 - c. What are your rules for Mentees?
 - d. How do you Select the Mentor to Mentee?
 - e. Is there a required Evaluation of Mentee by Mentor through season?
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Ernie Vigil & Dennis Smith**
 - b. How are the assignors selected/hired ? **Assignors are elected.**
 - c. What are responsibilities between assignor and area director? **A Lot of Communication.**
 - d. What process is used to assign in your area? **We hold a draft. Each school selects two varsity officials and the assignors assign the third. Sub varsity are all assigned.**
 - e. Is there any feedback between assignor & directors? **Constant feedback.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **No Ranking**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **No**
 - h. Do your officials work in other areas? **Yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Above listed assignors. The draft is held the last Monday in October so if other officials would like to be included they need to contact the Assignor (Ernie) by middle of October.**
5. Area Evaluation Process – **None in Place.**
 - a. Who runs it?
 - b. What are the objectives of it?
 - c. What are the requirements for it?
 - d. How and to whom are they submitted to?

Basketball Director's Manual | 2009-2010

- e. How is the evaluation converted to a ranking?
 - f. What are the evaluation expectations for each level of official?
6. Area Meetings
- a. How many are required? **6**
 - b. Who Sets the logistics for each meeting (time place date)? **Area Director and Area 4 President**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **No**
 - d. Do you use Agendas and who creates them for each meeting? **Yes, Area Director and Area 4 President**
 - e. Do you use speakers or educational tools? Give some past examples... **Yes, John Fochi came last year.**
 - f. Are attendance records kept? By whom and where? **By the Secretary**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Just Nominate and vote**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **Yes, President, VP and Secretary and Treasurer. They are elected by the group annually.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?) **The Treasurer. We help officials pay for summer camp tuition, we give each official that attends \$100.**
 - j. Is there any other local differences such as banquets or awards? **NA**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **Elected**
 - b. Typically how many officials does your area send? **3**

Area 5

1. Recruitment Process- How do you get new officials for your area? Each member is asked to bring in at least one new recruit each year.
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **Area Directors communicate with them.**
2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost?
3. Mentoring Process – Do you have any system in place? **Yes, we assign each board member a new official each year to mentor.**
 - a. Is there a Committee? **no**
 - b. Do you have rules for Mentors? **Area Directors**
 - c. What are your rules for Mentees? **Area Directors, CHSAA**
 - d. How do you select the Mentor to Mentee? **Mentee signs up and our local board will assign a veteran official to guide them through the season.**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **Yes this is done by the area director and mentor.**
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Jerry Santos**
 - b. How are the assignors selected/hired? **Local assignor is by vote of the membership.**
 - c. What are responsibilities between assignor and area director? **Our board meets one time per week to evaluate games and selections of officials for those games.**
 - d. What process is used to assign in your area? **Our local assignor assigns every game. The local coaches and or AD will list their games in order of importance so our assignor makes sure the crew they are getting are experienced.**
 - e. Is there any feedback between assignor & directors? **Yes, communicate weekly each Monday to discuss any situations.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **Nothing in place.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **Local President, area directors and elected board members make all disciplinary decisions.**
 - h. Do your officials work in other areas? **Not at this time.**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Local assignor will call other areas if we are short to help us fill in games.**

Basketball Director's Manual | 2009-2010

5. Area Evaluation Process

- a. Who runs it? **Area Directors**
- b. What are the objectives of it? **To make sure our officials are working at a high standard as expected and evaluating if each official is getting better each season.**
- c. What are the requirements for it? **We have an evaluation form that we use locally when evaluating officials.**
- d. How and to whom are they submitted to? **Each area director and or mentor will fill out the form while observing the game the official is working then will discuss with official after completion of their game.**
- e. How is the evaluation converted to a ranking? **Nothing in place at this time.**
- f. What are the evaluation expectations for each level of official? **Expectations are the same for every official in our organization. Each official is reminded we are held to a higher standard on and off the court so to please keep that in mind while being a part of our organization.**

6. Area Meetings

- a. How many are required? **Our area members meet 10 times per season. Each is required to make at least 8 meetings. If they do not make the 8 they are not eligible for post season. (Exceptions) Job or family function within reason.**
- b. Who Sets the logistics for each meeting (time place date)? **Area director and President.**
- c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **Yes, Area Directors, President and the Assignor are all at it.**
- d. Do you use Agendas and who creates them for each meeting? **Yes, area director and President.**
- e. Do you use speakers or educational tools? Give some past examples... **Yes**
- f. Are attendance records kept? By whom and where? **Yes, by the secretary & Assignor**
- g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **After nominations are accepted, the day of the vote is announced. Each member votes by ballot. President selects three members to count the votes. President announces results.**
- h. Do you have officers besides the Area Director? How are they elected and for how long? **Yes, President, Secretary Board of Directors.**
- i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **President, Area Director & Board oversee all budget and financial as a group.**
- j. Is there any other local differences such as banquets or awards? **No**

7. Playoff requirements (Is there no other local requirements for playoffs?)

- a. How are your representatives selected? **Each official must meet the local criteria set by the elected board members.**
- b. Typically how many officials does your area send?

Area 6

1. Recruitment Process- How do you get new officials for your area?
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **Informal discussions at meetings.**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? **We conduct a series of six classes to prepare the prospects for the test. –**
Do you do anything different than a new officials class to help officials? **No. We do provide floor training, but it is after the test.**
Is there any additional cost? **We have new prospects pay a nominal charge to cover the costs to produce copies of past tests and other training materials.**

3. Mentoring Process – Do you have any system in place? **Yes**
 - a. Is there a Committee? **No**
 - b. Do you have rules for Mentors? **No**
 - c. What are your rules for Mentees? **Rules?! We don't need no stinkin' rules! We encourage mentors and mentees to develop a relationship with each. The mentee is encouraged to contact the mentor to ask questions, seek advice on game situations, etc. The mentor is encouraged to try and attend mentee games when possible. The mentee is also told to develop a mentor relationship with any other veteran official with which they 'click'.**
 - d. How do you Select the Mentor to Mentee? **If one of our members sponsored a new prospect, we often match them up for a mentor/mentee relationship. Beyond that, the Mentor Coordinator assigns mentees to mentors using whatever criteria they deem appropriate.**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **No**

4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Ray Lutz – 1A & 2A Varsity; Bob Marken – 3A Varsity; Bob Lantzy – 5A Varsity and all subvarsity.**
 - b. How are the assignors selected/hired **Varsity assignor is selected by the leagues. Subvarsity assignor is elected by the membership.**
 - c. What are responsibilities between assignor and area director **None**
 - d. What process is used to assign in your area **Varsity games are assigned using a draw. Subvarsity are assigned based on the whim of the assignor.**
 - e. Is there any feedback between assignor & directors **Yes**
 - f. Is there a Ranking of officials in your area? **Yes Who does it or how is it done? The Executive Board review all officials each offseason and determines if an official's rank should be adjusted.**

Basketball Director's Manual | 2009-2010

- g. Do you have an agreement upon disciplinary actions between the directors and assignors? **Our local bylaws specify disciplinary actions for our membership.**
 - h. Do your officials work in other areas? **Occasionally.**
 - i. If other Officials want to work in your area WHEN and WHO should they contact?
The assignors
5. Area Evaluation Process
- a. Who runs it? **A member of the Executive Board, typically the VP**
 - b. What are the objectives of it? **To aid in the growth and improvement of our officials. Also, to provide the Executive Board feedback to help in the annual ranking review.**
 - c. What are the requirements for it? **Each official ranked 175 or 200 are required to be evaluated a minimum of five time during the season. Each veteran official (ranked 100 or 125) is required to perform at least five evaluations each season.**
 - d. How and to whom are they submitted to? **The evaluations are submitted electronically using Arbiter.**
 - e. How is the evaluation converted to a ranking? **By subjective review of the Executive Committee.**
 - f. What are the evaluation expectations for each level of official?
6. Area Meetings
- a. How many are required **Members are required to attend two-thirds of the pre-Xmas meetings (typically 4 out of 6) and ½ of post-xmas meetings (typically 2 out of 4.)**
 - b. Who Sets the logistics for each meeting (time place date). **The President (also referred to as Sultan, Chief, El Jefe, or Da Boss.)**
 - c. Do you have Director's meetings besides the Area meetings? **Yes** Is your regional director involved? **Sometimes**
 - d. Do you use Agendas and who creates them for each meeting? **Yes; El Jefe**
 - e. Do you use speakers or educational tools? **Yes and Yes** Give some past examples...
 - f. Are attendance records kept? **Yes** By whom and where? **By the Secretary/Treasurer, on her computer.**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **We nominate at the penultimate meeting. Each candidate is usually asked to stand and say few words. We vote at the final meeting.**
 - h. Do you have officers besides the Area Director? **Yes** How are they elected and for how long? **Elected by general membership. Positions have either a one or two year term.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **Secretary/Treasurer**
 - j. Is there any other local differences such as banquets or awards? **We do have a year-end banquet. Awards are presented at the year-end banquet.**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **Using the state procedure.**
 - b. Typically how many officials does your area send?

Area 8

1. Recruitment Process- How do you get new officials for your area?

Most of the recruiting is individual. Word of mouth I would say. Officials recruit their friends or colleagues and then we also get cold calls from people who have visited the CHSAA website and are interested in getting started. However, there have been times within the past 3 years that we have done the following; Recruitment tables have been set-up at the state tournament sites, ads have been in the newspaper in the sports and "active life" section, signage has been on display at local colleges, etc...

 - a. Do you have a Committee? **Working on it**
 - b. Is there a budget for this process? **Some of these recruiting efforts have been performed by the Area Directors and others by the recruitment and retention committee of the executive board. I am unsure of the costs involved.**
 - c. What type of communication with State Committee & CHSAA do you have? **I understand that CHSAA and the executive board (recruitment committee) have worked together on recruiting efforts, ie... tables set-up at the state tournament sites.**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost? **We don't have any statistics; however, we usually have approximately 75 people test each year.**

3. Mentoring Process – Do you have any system in place? **It seems to be different every year. One year it will be organized by a person and the next year it is a group of people. This really needs to improve for Area 8. I am thinking it needs to be the job of one of the Area Directors. Usually it is just given to a person within the area that is interested in organizing it.**
 - a. Is there a Committee?
 - b. Do you have rules for Mentors?
 - c. What are your rules for Mentees?
 - d. How do you Select the Mentor to Mentee? **We find out who wants a mentor and who is willing to be a mentee and then just pair them up at best as possible.**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **It happens, but only if the mentor and mentee make it happen.**

4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Please see assignor sheet.**
 - b. How are the assignors selected/hired? **It is up to the individual school/league.**
 - c. What are responsibilities between assignor and area director? **There are not any... the only thing we work together on is the draw.**

Basketball Director's Manual | 2009-2010

- d. What process is used to assign in your area? **The assignors are provided with the official's availability and the area directors organize the draw. The draw is about a 16-18 hour process and costs a lot of money to run. We are planning to expedite the process through some use of the Arbiter for the first time in 2009.**
 - e. Is there any feedback between assignor & directors? **Occasionally assignors and area directors will discuss who is ready to move up to the varsity ranks and work those games.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **We are just beginning to do this. We are ranking our officials for the sole purpose of being able to utilize the Arbiter for the draw. Rankings are being done by all assignors, area directors and the regional director... in all, 9 different people are giving a rank that will be averaged together to come up with their official rank. A system of 1-5 is being used with 1 the highest and 5 the lowest. After this year there is a committee that will use evaluations to improve officials ranking.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors?
 - h. Do your officials work in other areas? **Any and all officials assigned to high school contests MUST be registered with CHSAA. However, there are officials used by assignors that do NOT register. With the volume of games that have to be covered it is inevitable that this will happen. We encourage all of the assignors to direct people to the area directors, so we can get them registered.**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Must submit their availability to the Area 8 Directors by September 11 to be in our Arbiter draw. There are officials that work in area 8 that are from other areas... area 9 mostly, but some others also.**
5. Area Evaluation Process **(This is still being developed in Area 8) There is a good chance we will get things in place this season.**
- a. Who runs it? **Evaluation and Assessment Committee**
 - b. What are the objectives of it? **To improve the caliber of Area 8 officials & to encourage development for advancement of game quality.**
 - c. What are the requirements for it? **Still being developed.**
 - d. How and to whom are they submitted to? **On Arbiter or to committee member or Area Director.**
 - e. How is the evaluation converted to a ranking? **Scale of 1-5 for individual categories, totaled and then averaged out as a score (1 being highest to 5 the lowest).**
 - f. What are the evaluation expectations for each level of official? **Still being developed.**
6. Area Meetings
- a. How many are required?
Each official is required to attend the Master Clinic once every other year. Each official is required to make their rules interpretation requirement... this can be accomplished by attending the Master Clinic or the 1st General Meeting in November. Each official is required to attend 3 meetings during the season. We

Basketball Director's Manual | 2009-2010

offer 3 different sets of meetings to choose from each month local area (Monday's), general (Monday's) or Sunday (It is preferred that each official attends one per "month", (ie... 1 from each set of 3).

***Nov. 16, Nov. 30, Dec. 6 (All 3 count as "December" Meetings)**

***Jan. 4, Jan. 11, Jan. 17 (All 3 count as "January" Meetings)**

***Jan. 25, Feb. 1, Feb. 7 (All 3 count as "February" Meetings)**

- b. Who Sets the logistics for each meeting (time place date) **The area directors meet in the spring to set the dates/times/locations for all of the meetings for the following season.**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **Area directors meet regularly during the season and occasionally during the off-season. Yes the Regional director is involved.**
 - d. Do you use Agendas and who creates them for each meeting? **Area directors collaborate on what to include in the agendas. Many items are repeated from the previous season's agenda just by looking at the old agendas... there are certain things that need to be covered at certain meetings. Area directors pass them on to the next area director, etc...**
 - e. Do you use speakers or educational tools? Give some past examples... Yes, we use a lot of video tapes, guest speakers such as coaches, college officials, Assignors, etc.
 - f. Are attendance records kept? By whom and where? **Yes, By Area Directors**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **We have nominations early in the season, allow for the candidates to submit their platform that is then given to each member at the next general meeting to consider and then a vote will happen at the last general meeting of the year.**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **Not at this time but we are considering adding some positions.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **Budget and financial information is logged by the area directors, but Area 8 will be adding a treasurer for the upcoming season. We don't do fundraisers, but we do generate some revenue through weekend reffing clinics in the fall... ie, October Clinic for New officials, Schiessler Tournament, etc... We just did a camp/training session for 1st-5th year officials in May that also generated some money.**
 - j. Is there any other local differences such as banquets or awards? **No**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **Nothing different outside of state system.**
 - b. Typically how many officials does your area send? **Around 30-40?**

Area 9

1. Recruitment Process- How do you get new officials for your area? **Recruit, recruit, and recruit!**
 - a. Do you have a Committee? **Area 9 does not have a committee, but a group that actively pursues recruitment year-round.**
 - b. Is there a budget for this process? **No budget for recruiting, it's all volunteer. We put up fliers at recreation centers, newspaper, and at CU.**
 - c. What type of communication with State Committee & CHSAA do you have? **We feed our information through the Regional Director. Then the Regional Director forwards this information to the State Committee & CHSAA.**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost?
Area 9 will begin training new officials on August 25 at Lifebridge Church in Longmont, CO (located on Hwy 66 one mile west of Hwy 287 from 7:00 p.m. to 9:00 p.m), then every Tuesday same time and location, until test night on November 2, 2009. We go through each rule: explain, discuss, and answer questions as required. The training personnel are all volunteer.

Area 9 posts offerings to new officials in August via:
 1. The Longmont newspaper.
 2. Postings at CU, local YMCA'a, and Rec Centers.
 3. Word of mouth - recruiting.
Area 9 receives new inquiries between 10 to 20 officials per year. These officials are offered:
 1. Ten training classes starting August 25 through October 27.
 2. A mechanics class is offered in the Fall.
 3. A mentor to assist them through their first three years.
 4. The opportunity to work with their mentors early in the season.
 5. The opportunity to sign up for high school sub varsity games, and middle school games.
Area 9 upon receiving test results back from Board #4, Area 9 follows these steps:
 1. Inform each individual separately of their results.
 2. After informing all new officials their results, we announce to all Area 9 Veteran Officials the individuals that passed the test and are now newly certified IAABO Officials.

3. Mentoring Process – Do you have any system in place? **Area 9 has volunteers in place to be mentors for each Mentee**

Basketball Director's Manual | 2009-2010

- a. Is there a Committee? **Shelly Thompson coordinates the mentor/mentee assignments.**
 - b. Do you have rules for Mentors? **Yes, follow the IAABO rules.**
 - c. What are your rules for Mentees? **Yes, follow the IAABO rules.**
 - d. How do you Select the Mentor to Mentee? **Area 9 allows people to match people up with the people they want to be partners with.**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **Yes, Mentee/Mentor evaluation continues throughout the season.**
4. Assigning Process
- a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Bill Sullivan and Lloyd Martinez are the local assigners in Area 9.**
 - b. How are the assignors selected/hired? **They are hired by the respective leagues.**
 - c. What are responsibilities between assignor and area director? **The assignors assign games and ask for help from area directors when needed. Area directors train and disseminate information to Area 9 members, and ask for help from assignors when their assistance is required.**
 - d. What process is used to assign in your area? **Area 9 draw and Assign By Web**
 - e. Is there any feedback between assignor & directors **Yes feedback occurs on a regular basis during the season.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **Area 9 does not have a ranking system for doing games in Area 9, but for the officials that want to work games in Area 8 they will now be rated due to the changes in Area 8 Draw. The rating system was conducted by the two area directors and the regional director. We used a seventeen category rating system on an excel document (see attached format) with each category being rated, summed up, and then averaged together to come up with a rating.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **All disciplinary actions are handled by Board #4.**
 - h. Do your officials work in other areas? **Yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Contact Bill Sullivan and Lloyd Martinez directly by middle of September to be included in the draw.**
5. Area Evaluation Process
- a. Who runs it? **Area 9 uses the IAABO School.**
 - b. What are the objectives of it? **Improve our officials, and improve the game of basketball.**
 - c. What are the requirements for it? **IAABO rules**
 - d. How and to whom are they submitted to? **N/A**
 - e. How is the evaluation converted to a ranking? **N/A**
 - f. What are the evaluation expectations for each level of official? **Continue to improve your knowledge of the rules, and improve one's overall officiating skills.**

Basketball Director's Manual | 2009-2010

6. Area Meetings

- a. How many are required? **Per Board #4 requirements**
- b. Who Sets the logistics for each meeting (time place date) **The Area Directors arrange the logistics for each meeting: Monday night - America Legion starting at 7:00 p.m.; first and third Monday of the month.**
- c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **Yes several per month during basketball season. When required the regional director was involved in the discussions.**
- d. Do you use Agendas and who creates them for each meeting? **Yes we do and the Area Directors prepares the agendas.**
- e. Do you use speakers or educational tools? Give some past examples... **Yes we do. We bring in coaches as speakers and we use basketball tapes as educational tools.**
- f. Are attendance records kept? By whom and where? **Yes we do. One of the Area Director keeps the record on an excel file and shares the information with the other Area official.**
- g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?)
Yes we have voting procedures for Area 9:
 1. **Voting date/nominations are identified two months in advance.**
 2. **Nominees are allowed to campaign.**
 2. **All members are given the opportunity to vote. Voting takes place over 7 to 10 days.**
 3. **Voting is conducted via the email to one designated director.**
 4. **Once the voting is complete, the director counts the votes, informs the nominees first, follows up and informs the Area 9 members, Regional Director, and CHSAA.**
- h. Do you have officers besides the Area Director? **Area 9 does not have additional officers.**
- i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **Yes we have one Area Director keep the financial information. Funds are used to buy training equipment, rent training rooms, and meet the needs of Area 9 officials.**
- j. Is there any other local differences such as banquets or awards? **Area 9 has an end of year dinner for its members. Fundraiser: Blow the whistle on cancer**

7. Playoff requirements (Is there no other local requirements for playoffs?) **No**

- a. How are your representatives selected? **Area 9 votes for their representation**
- b. Typically how many officials does your area send? **Ten officials to the final week of the State Playoffs.**

Basketball Director's Manual | 2009-2010

Example of Area 9 Evaluation and rating system

		1	2	3
		Bill Basketball	Paul Press	Sally Official
1	IAABO School Attendance	1	5	2
2	Years of Experience	3	4	2
3	Varsity Experience	3	4	3
4	Post season experience	4	5	3
5	Appearance	2	3	1
6	Attendance	2	4	1
7	Rules Knowledge	3	4	2
8	Positive Attitude	2	3	1
9	Leadership	1	3	3
10	Judgment	3	4	2
11	Communication, Pregame	4	4	2
12	Communicating with the Coaches	3	4	3
13	Correct Mechanics	3	4	3
14	Game Management	3	4	3
15	Calm Under Pressure	4	5	3
16	Hustle	2	3	2
17	Giving Back - Mentor	3	5	2
Total Score		46	68	38
Rating		2.71	4.00	2.24

Area 10

1. Recruitment Process- How do you get new officials for your area? **We use newspaper, postings at local college, radio and try to target individuals on a personal basis that we feel may be someone that we can interest in officiating.**
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have?
2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost?
3. Mentoring Process – Do you have any system in place? **We don't have a set process, we ask veteran officials to take youne officials with them if they are working the same site and give feedback. Our biggest issue is we are such a broad area in regards to miles that is hard to have a certain official take one particular individual to mentor. Most of our veteran officials do it by committee and help when they can.**
 - a. Is there a Committee? **no**
 - b. Do you have rules for Mentors?
 - c. What are your rules for Mentees?
 - d. How do you select the Mentor to Mentee?
 - e. Is there a required Evaluation of Mentee by Mentor through season?
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **We had two people last year, but have not been told who is doing it this year yet.**
 - b. How are the assignors selected/hired? **Schools ask, otherwise it's whoever wants to do it or assist. We don't have but a few takers and they usually get it as not many people have the time.**
 - c. What are responsibilities between assignor and area director? **Main focus is to assist where we can to cover games, we try and stay out of the assigning part except I do the 3 schools but that is it.**
 - d. What process is used to assign in your area? **Assign By Web**
 - e. Is there any feedback between assignor & directors?
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **Nothing in place.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors?
 - h. Do your officials work in other areas? **Yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **It will depend on who takes over the job.**

Basketball Director's Manual | 2009-2010

5. Area Evaluation Process
 - a. Who runs it? **Board of Directors**
 - b. What are the objectives of it? **To have another fellow official give feedback**
 - c. What are the requirements for it? **Has to have at least 1 every two years, administered by fellow non-working official or evaluator. Camps count towards this.**
 - d. How and to whom are they submitted to? **To Area Director**
 - e. How is the evaluation converted to a ranking?
 - f. What are the evaluation expectations for each level of official?

6. Area Meetings
 - a. How many are required? **4.**
 - b. Who Sets the logistics for each meeting (time place date)? **Set in the fall at the Board meeting.**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **No set meetings, just open communication as needed.**
 - d. Do you use Agendas and who creates them for each meeting? **Board of directors assists in creating agendas.**
 - e. Do you use speakers or educational tools? Give some past examples... **Yes, they are determined at the fall meeting.**
 - f. Are attendance records kept? By whom and where? **Yes**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **We ask a the meeting if anyone is interested. We usually have to recruit for these positions.**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **Yes, Board of Directors and from them a Treasurer. Two year terms elected in the winter.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **The Treasurer. Covers expenses related to mailing, meeting nights, room rent, etc. We try to keep a set amount in the account for years of service type awards, etc.**
 - j. Is there any other local differences such as banquets or awards? **No**

7. Playoff requirements (Is there no other local requirements for playoffs?) **\$5 membership dues in addition to the evaluation and meetings.**
 - a. How are your representatives selected?
 - b. Typically how many officials does your area send?

Area 11

1. Recruitment Process- How do you get new officials for your area? **Word of Mouth**
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **?**
2. Certification Process
 - a. How do you prepare your new officials to pass the test? **New Officials Classes**
Do you do anything different than a new officials class to help officials? **No**
Is there any additional cost? **No**
3. Mentoring Process – Do you have any system in place? **This and #5 is going to be a new program that we are planning on instituting this next season. Currently we do not do either.**
 - a. Is there a Committee?
 - b. Do you have rules for Mentors?
 - c. What are your rules for Mentees?
 - d. How do you Select the Mentor to Mentee?
 - e. Is there a required Evaluation of Mentee by Mentor through season?
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign)
Tom Gallatin – N/E Small Schools Northern Conference (Schools East of I25 and Fossil Ridge not Frederick)
Paul Webber – Patriot League
Bill Sullivan – Northern Conference West of I25 and Frederick not Fossil Ridge
Perry Lewis – North Park HS and all Middle School
Donna Iverson – North Front Range League
Dale Velichkoff – Northern 2A Schools
 - b. How are the assignors selected/hired **By Leagues/Schools**
 - c. What are responsibilities between assignor and area director **None**
 - d. What process is used to assign in your area **Area Draw**
 - e. Is there any feedback between assignor & directors **No**
 - f. Is there a Ranking of officials in your area? **Not officially** Who does it or how is it done? **Assignors Preference**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **No**
 - h. Do your officials work in other areas? **Yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact?
Assignor

Basketball Director's Manual | 2009-2010

5. Area Evaluation Process **SEE #3**
 - a. Who runs it?
 - b. What are the objectives of it?
 - c. What are the requirements for it?
 - d. How and to whom are they submitted to?
 - e. How is the evaluation converted to a ranking?
 - f. What are the evaluation expectations for each level of official?

6. Area Meetings
 - a. How many are required **1 per month during the season / 1 Master Clinic every other year**
 - b. Who Sets the logistics for each meeting (time place date) **AD's**
 - c. Do you have Director's meetings besides the Area meetings? **Yes** Is your regional director involved? **Yes**
 - d. Do you use Agendas and who creates them for each meeting? **Yes, AD**
 - e. Do you use speakers or educational tools? **Yes** Give some past examples... **We have had coaches, Assignors IAABO reps, etc. We use film study IAABO DVD's AD manual quizzes, etc.**
 - f. Are attendance records kept? **Yes** By whom and where? **AD Computer**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **We ask for any interest and then we vote online**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **No**
 - i. Who keeps track of the Area Budget and financial information? **AD** (What do you do with your income?). **We usually buy something for the membership from shoe bags to pregame cards to T-shirts. Last year we donated to a fellow official who passed away (This was voted on by the membership)**
 - j. Is there any other local differences such as banquets or awards? **No**

7. Playoff requirements (Is there no other local requirements for playoffs?)
 - a. How are your representatives selected? **?**
 - b. Typically how many officials does your area send? **6/7 for state not sure how many for entire playoffs**

Area 12

1. Recruitment Process- How do you get new officials for your area? **Word of mouth, presentations to CSU intramural officials, other sports.**
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **Jim Beers sits on the Recruiting and Retention Committee**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? **We provide on-court mechanics training and pre-season games where new officials are evaluated.** Is there any additional cost? **No**

3. Mentoring Process – Do you have any system in place? **No**
 - a. Is there a Committee? **No**
 - b. Do you have rules for Mentors? **No**
 - c. What are your rules for Mentees? **No**
 - d. How do you Select the Mentor to Mentee? **N/A**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **No**

4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **We have five different people assigning various leagues and levels. They are: Donna Iverson, Paul Webber, Bill Sullivan, Tom Gallatin and Dale Velichkoff.**
 - b. How are the assignors selected/hired? **By their respective leagues**
 - c. What are responsibilities between assignor and area director? **Regular communication and assistance at the Northern Area draw.**
 - d. What process is used to assign in your area? **Northern Area draw and Assign By Web**
 - e. Is there any feedback between assignor & directors?
 - f. Is there a Ranking of officials in your area? **No**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **Case-by-case basis.**
 - h. Do your officials work in other areas? **Yes.**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **The draw is usually on a Sunday in late Sept. or early Oct - I believe last year's date was Oct. 5. The only requirements to be included in the draw are to be an active and certified IAABO official in good standing. Contact the assigner directly.**

Basketball Director's Manual | 2009-2010

5. Area Evaluation Process

- a. Who runs it? **Nothing formal in place.**
- b. What are the objectives of it? N/A
- c. What are the requirements for it? N/A
- d. How and to whom are they submitted to? N/A
- e. How is the evaluation converted to a ranking? N/A
- f. What are the evaluation expectations for each level of official? N/A

6. Area Meetings

- a. How many are required - **three**
- b. Who Sets the logistics for each meeting (time place date) – **Area Directors**
- c. Do you have Director's meetings besides the Area meetings? **Occasionally.** Is your regional director involved? **Yes.**
- d. Do you use Agendas and who creates them for each meeting? **Yes, Area Directors.**
- e. Do you use speakers or educational tools? Give some past examples... **Video and speakers are both used.**
- f. Are attendance records kept? Yes. By whom and where? **Area Directors.**
- g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Voting night of.**
- h. Do you have officers besides the Area Director? **No Area Directors server two year terms on a rotating basis. We have two Area Directors.**
- i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **A senior member of our group takes care of our finances. Our local dues cover an end of year party and any other expenses incurred during the year.**
- j. Is there any other local differences such as banquets or awards? N/A

7. Playoff requirements (Is there no other local requirements for playoffs?) None.

- a. How are your representatives selected? **The CHSSA selection process.**
- b. Typically how many officials does your area send? **3-5.**

Area 13

1. Recruitment Process- How do you get new officials for your area?
 - a. Do you have a Committee? **No**
 - b. Is there a budget for this process? **No**
 - c. What type of communication with State Committee & CHSAA do you have? **Not much in the way of recruitment.**
2. Certification Process
 - a. How do you prepare your new officials to pass the test? **We give them old books and have them read them. Occasionally one of the officials will run a class but not regularly.**
 - b. Do you do anything different than a new official's class to help officials? **No**
 - c. Is there any additional cost? **No**
3. Mentoring Process – Do you have any system in place? **No**
 - a. Is there a Committee? **No**
 - b. Do you have rules for Mentors? **No**
 - c. What are your rules for Mentees? **None**
 - d. How do you Select the Mentor to Mentee? **NA**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **NA**
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Jim Clayton and Kirby Clock**
 - b. How are the assignors selected/hired **Not sure.**
 - c. What are responsibilities between assignor and area director **Not sure.**
 - d. What process is used to assign in your area **Arbiter software.**
 - e. Is there any feedback between assignor & directors **Yes. Directors rate officials and give list to assignors.**
 - f. Is there a Ranking of officials in your area? **Yes.** Who does it or how is it done? **Area Directors.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **No.**
 - h. Do your officials work in other areas? **Some.**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Either area director or assignor.**
5. Area Evaluation Process
 - a. Who runs it? **The area directors and assignors converse about the officials. There is no formal evaluator of officials for our area.**
 - b. What are the objectives of it? **To get the right level of official for the level of game.**
 - c. What are the requirements for it? **NA**

Basketball Director's Manual | 2009-2010

- d. How and to whom are they submitted to? **Directors rank, and give ranks to assignors.**
 - e. How is the evaluation converted to a ranking? **NA**
 - f. What are the evaluation expectations for each level of official?
6. Area Meetings
- a. How many are required? **Ten.**
 - b. Who Sets the logistics for each meeting (time place date) **Area Director.**
 - c. Do you have Director's meetings besides the Area meetings? **No.** Is your regional director involved? **NA**
 - d. Do you use Agendas and who creates them for each meeting? Area Director sets agendas.
 - e. Do you use speakers or educational tools? Give some past examples... **Videos occasionally.**
 - f. Are attendance records kept? **Yes.** By whom and where? **Secretary in their notes.**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Nominate and vote that night.**
 - h. Do you have officers besides the Area Director? **Yes.** How are they elected and for how long? **Show of hands; for one year.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?). **Secretary. We have a scholarship for one boy and one girl that we give out in the spring.**
 - j. Is there any other local differences such as banquets or awards? **No.**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **Have to attend 80 % of meetings and follow other guidelines set by the State. The directors go through the list and select who we feel is qualified to do a playoff game. We've been over-ruled, though, so if an official attends meetings and does the correct number of games, he/she is eligible.**
 - b. Typically how many officials does your area send? **We've sent about 50% of our officials to playoff games.**

Area 16

1. Recruitment Process- How do you get new officials for your area?
 - a. Do you have a Committee?
We use word of mouth and the local camps and advertise in the paper.
 - b. Is there a budget for this process?
We spend very little....about \$50 per year on the advertising.
 - c. What type of communication with State Committee & CHSAA do you have?
Very good. Steve Braslin keeps me up to date.
2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost?
I run preparation classes throughout October. We now use the online method to study
3. Mentoring Process – Do you have any system in place? **Not formally. Our veterans do help officials that are willing to learn and take advise.**
 - a. Is there a Committee? **No.**
 - b. Do you have rules for Mentors? **No.**
 - c. What are your rules for Mentees? **None.**
 - d. How do you Select the Mentor to Mentee? **N/a**
 - e. Is there a required Evaluation of Mentee by Mentor through season? **No, not required. We do evaluate all officials so that we know they are performing though. Most of the evaluating is done by our assignor, Chuck Nissen.**
4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Chuck Nissen**
 - b. How are the assignors selected/hired? **--games assigned every two weeks by his company.**
 - c. What are responsibilities between assignor and area director? **They communicate often and select officials that are qualified for each level.**
 - d. What process is used to assign in your area? **Chuck decides along with board interaction.**
 - e. Is there any feedback between assignor & directors? **Yes, they visit often.**
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **We have not ranked officials for the past 2 years.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **No.**
 - h. Do your officials work in other areas? **Yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact?
Chuck Nissen

Basketball Director's Manual | 2009-2010

5. Area Evaluation Process--- **We don't have a program for this.**
 - a. Who runs it?
 - b. What are the objectives of it?
 - c. What are the requirements for it?
 - d. How and to whom are they submitted to?
 - e. How is the evaluation converted to a ranking?
 - f. What are the evaluation expectations for each level of official?

6. Area Meetings
 - a. How many are required? **5 out of 8**
 - b. Who Sets the logistics for each meeting (time place date)? **Area Director**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **Yes, I have regular meetings with my board and with regional director.**
 - d. Do you use Agendas and who creates them for each meeting?
 - e. Do you use speakers or educational tools? Give some past examples...
I do most of my teaching from web sites like Ref60 and things I find on the web.
We will be using more game video this year and teaching from that more often.
We also do some gym meetings so we can show floor positions and proper mechanics.
 - f. Are attendance records kept? By whom and where? **Yes, by Area Director.**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Meet and vote same night**
 - h. Do you have officers besides the Area Director? How are they elected and for how long? **We have an Area Director and 4 board members...all nominated and elected by the group.**
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?) **Area Director Elect and Regional Director**
 - j. Is there any other local differences such as banquets or awards? **No**

7. Playoff requirements (Is there no other local requirements for playoffs?)
 - a. How are your representatives selected? **Chosen by Chuck and Area Directors, Coaches**
 - b. Typically how many officials does your area send? 20-25

Area 17

1. Recruitment Process- How do you get new officials for your area? **Radio, paper, coaches, word of mouth**
 - a. Do you have a Committee? **no**
 - b. Is there a budget for this process? **Somewhat, money is used from our account**
 - c. What type of communication with State Committee & CHSAA do you have? **Good with region and state reps.**

2. Certification Process
 - a. How do you prepare your new officials to pass the test? - Do you do anything different than a new officials class to help officials? Is there any additional cost? **Study groups , no additional costs. Shadowing of veteran officials is recommended**

3. Mentoring Process – Do you have any system in place? **No, this is something that I would like to get into place this year.**
 - a. Is there a Committee?
 - b. Do you have rules for Mentors?
 - c. What are your rules for Mentees?
 - d. How do you Select the Mentor to Mentee?
 - e. Is there a required Evaluation of Mentee by Mentor through season?

4. Assigning Process
 - a. Who is/are the assignors (If you have multiple assignors please list them and contact information and which schools/leagues they assign) **Area pres. Vice and Secretary**
 - b. How are the assignors selected/hired **Vote**
 - c. What are responsibilities between assignor and area director? **Run mtgs, assign, contact AD, educate and help with communication**
 - d. What process is used to assign in your area? **Rank game, level of game, combine that with the level of officials to make the best competitive match for all.**
 - e. Is there any feedback between assignor & directors?
 - f. Is there a Ranking of officials in your area? Who does it or how is it done? **Yes, by assignors, word of mouth and coaches.**
 - g. Do you have an agreement upon disciplinary actions between the directors and assignors? **yes**
 - h. Do your officials work in other areas? **yes**
 - i. If other Officials want to work in your area WHEN and WHO should they contact? **Contact by sept. 1st. Justin Talbot, 970-749-9570**

5. Area Evaluation Process -- **this is something that we need to get into our area.**
 - a. Who runs it?
 - b. What are the objectives of it?
 - c. What are the requirements for it?
 - d. How and to whom are they submitted to?

Basketball Director's Manual | 2009-2010

- e. How is the evaluation converted to a ranking?
 - f. What are the evaluation expectations for each level of official?
6. Area Meetings
- a. How many are required? **2/mo**
 - b. Who Sets the logistics for each meeting (time place date)? **area pres.**
 - c. Do you have Director's meetings besides the Area meetings? Is your regional director involved? **yes, no**
 - d. Do you use Agendas and who creates them for each meeting? **yes, area pres.**
 - e. Do you use speakers or educational tools? Give some past examples...**yes, IAABO web site, educational dvds, Colo. Springs web, asa well as NCAA web site. Referee magazine and our rule/case books.**
 - f. Are attendance records kept? By whom and where? **yes, secretary, on his computer and on file**
 - g. What are your Voting Procedures (Do you allow for a campaign or just nominate that night and vote the same night?) **Allow for campaigning**
 - h. Do you have officers besides the Area Director? How are they elected and for how long?
 - i. Who keeps track of the Area Budget and financial information?(What do you do with your income?) **Secretary; income is in a checking account and announced at every meeting for records, as well as end of year.**
 - j. Is there any other local differences such as banquets or awards? **NA**
7. Playoff requirements (Is there no other local requirements for playoffs?)
- a. How are your representatives selected? **yes, most of the time**
 - b. Typically how many officials does your area send? **2/3**

