BASKETBALL OFFICIALS' OPERATING CODE

I. This group agrees to abide by the Constitution and By-Laws of the WESTERN NEW YORK BOARD OF OFFICIALS FOR WOMEN'S SPORTS, INC. (WNYBOWS, INC.) and to abide by the regulations set forth by the New York State Girls' Basketball Officials Association, Inc. (NYSGBO, INC.)

II. OBJECTIVE

The objective of this group is to promote officiating services to amateur athletic competitions for girls by training and certifying competent basketball officials.

III. EXECUTIVE COMMITTEE

The WNYBOWS, INC Basketball Group shall consist of these elected positions:

President
Vice President
Secretary
Treasurer
~~Staff Development Coordinator~~
At Large Board Members (3)

These positions are voted upon by the WNYBOWS Membership at the annual General Meeting as per the WNYBOWS, INC. Constitution and serve as voting officers.

IV. MEMBERS

The membership will be open to any person 18 years or older, who has completed the certification requirements for officiating girls' high school basketball and is a member in good standing.

V. REQUIREMENTS

A. MEETINGS

1. All officials must attend the required number of meetings set by the Executive Committee on an annual basis, which includes the yearly rules interpretation, a written exam and mandatory attendance at the annual General Board Meeting of WNYBOWS, INC.

2. Notification, in writing, of the inability to attend any required meeting must be received by the President prior to said meeting(s).

   a) VALID EXCUSES INCLUDE, BUT ARE NOT LIMITED TO:

      1. Member's primary work schedule conflict
      2. Sickness of self/family
      3. Unforeseen emergencies *

* President must be notified, in writing, within ten (10) days after meeting date. President has the authority to require a make-up session(s) for those excused.

b) EXCEPTIONS

As deemed by the Executive Committee, or if needed, the Grievance Committee.

B. INACTIVE STATUS

An inactive member must declare said status on or prior to September 1st. ~~thirty (30) days prior to September 1st or the official will be considered an active official. If an official inactive status is declared and their rating expires during the inactive season, the official must attend the rookie clinic to receive proper re-certification at their current level. If said official does not attend the rookie clinic, the rating will be lowered FOR A PERIOD OF ONE (1) RE-RATING SEASON. A JUNIOR VARSITY (JV) Official who does not attend the rookie clinic will REMAIN AT THEIR CURRENT LEVEL FOR ONE (1) ADDITIONAL YEAR.~~

AN INACTIVE OFFICIAL MUST DO THE FOLLOWING TO REMAIN A MEMBER IN GOOD STANDING:

1. Attend yearly interpretation meeting
2. Take and pass the yearly exam
3. Pay full dues

PENALTY for violation of V. -A or B: Removal from active roster. REINSTATEMENT: See SECTION VIII.

NOTE: It is the responsibility of all inactive members to pick up all materials and basketball information for the upcoming season.

C. TESTING -Written

1. Official's registered with NYSGBO, INC. must take and pass the exam ***each year*** with a grade of 84% ~~86%.~~ Exam parameters are set and defined by NYSGBOA. WNYBOWS officials must meet all NYSGBOA testing standards. ~~If the official fails on the initial attempt, he/she may retake the test one (1) additional time to achieve a passing score. The exam must be taken and passed prior to the first high school officiating assignment or December 15th, whichever comes first.~~

2. ~~The open book exam shall be returned to the designated officer, postmarked within three (days) of the test date.~~

3. ~~Failure to pass the open book exam (max. 3 attempts) will require the official to be placed on probation for a period of one (1) year and to take and pass a closed book exam the following year. Failure to pass the written exam the following year with a score of 82% will result in loss of assignments and membership.~~

4. Officials upgrading must achieve the following scores in a closed

book exam: from JV/V- 86% ~~82%.~~ Exam parameters are set and defined by NYSGBOA. WNYBOWS members must meet all NYSGBOA testing standards.

D. TESTING - Floor

1. As per NYSGBO, INC. Constitution, the procedure will be as follows:

   Floor exams will be mandated at the discretion of the Executive Board.
   ~~The floor exam must be taken and passed every three (3) years, unless waived by the Executive Committee.~~ If the Executive Board receives complaints from coaches, administrators, league directors, assignors and/or other officials about an official, the Executive Board may require a floor exam for said official on any scrimmage, exhibition, regular season or postseason contest.

2. PENALTY for failure to take and/or pass all testing requirements:

   PROBATION for a period of one (1) calendar year from the time of the failure, with re-testing at the end of the one (1) year probation.

   IF FAILURE OCCURS during the season prior to the rating expiration, the penalty will be loss of membership.

   FOR REINSTATEMENT PROCEDURES, See SECTION VIII

E. RATING LEVELS

Section 6 utilizes the computer software scheduling package (Arbiter) to assign HS Girls basketball games (Varsity, JV and modified) to officials. This scheduling package utilizes a numeric system in assigning officials to various levels, for auto assigned games. League assigned assignors use their discretion to assign officials to contests outside of the initial auto assigned games (turn backs, new games, rescheduled games).

The levels are as follows:

- 500 level – Modified games only
- 400 level – Junior Varsity (JV)

Varsity Levels:

- 300 level –Varsity/JV
- 200 level - Varsity
- 100 level - Varsity

New Candidates:

New candidates must successfully complete the Western New York Board of Officials for Women's Sports (WNYBOWS) training and certification course. New candidate training and certification course consists of training sessions conducted in both the classroom and gym settings. New candidates are

expected to attend all classes with limited approved absences.

The classroom sessions are instructor(s) led; reviewing the girls high school basketball rules utilizing instructional aides to include current NCAA rule book (with NYS HS rules modifications), two-person mechanics handbook (as published by the NY State Girls' Basketball Officials Association (NYSGBOA)) among other resource items. Rule book topics are covered in the classroom with new candidates quizzed frequently on the topics presented, demonstrating understanding.

The gym portion of the course is led by instructor(s) with the focus on the proper two-person positioning and mechanics used by officials during games. Floor ratings utilizing WNYBOWS approved floor rating evaluation forms and evaluators, serve as the floor rating exam for new candidates.

Certification is obtained after successfully passing the NYSGBOA new candidate closed book exam (or other test perimeters set by NYSGBOA). Section VI requires all new candidates to submit and pass a fingerprinting and background check (1-time) to be eligible to work in NY State High Schools. Successful new candidates are assigned 500 or 400 level ranking, working primarily girls elementary school games, modified and limited Junior Varsity (JV) games during their initial year.

500 level (Modified):
Official spend a minimum of one (1) year at this level before being eligible to move to the next level. The official at this level is primarily from the new candidate class in which their floor mechanics ratings indicate that additional work and experience is ~~required~~ needed. ~~before being eligible to work HS Junior Varsity (JV) games. On-court performance during games allows the official to move up to the next level.~~ Official must be a WNYBOWS member in good standing which includes passing the annual NYSGBOA open book test. While a full schedule of modified games is ideal, we understand the official may work JV games when needed. 500-level officials shall work diligently to improve their abilities both on and off the court.

400 level (JV/Modified):
Official spend two (2) years officiating at this level before being eligible to move to the next level. ~~The initial year (new candidate) does not count toward this total because of the limited HS level games (turnback and modified schedule).~~

~~***This level receives a full schedule of Junior Varsity (JV) game assignments once requirements are met.***~~

Official must be a WNYBOWS member in good standing which includes passing the annual NYSGBOA open-book exam.

300 level (Varsity/JV/Modified):
Official must notify the WNYBOWS President of their intent to upgrade prior to the designated testing date for the membership. Official must meet time requirements at the lower level and must pass the NYSGBOA closed book (upgrade) exam and obtain an average floor rating evaluation score of 80%.

A minimum of three (3) floor rating evaluations is required and is performed by a WNYBOWS assigned evaluator during the season using the most current WNYBOWS approved floor rating evaluation form. The evaluations will be done at assigned games that the official is working during their upgrade season.

Official who does not pass the required closed book exam, must take and pass the written NYSGBOA open book exam to remain eligible to work HS games that season.

Official who does not obtain the required average floor rating evaluation score (80%), retains their 400 Level (JV) rating. The official is required to wait a minimal one (1) season before reapplying for upgrade consideration. Example: Official fails to obtain required average floor rating evaluation score in 2020-21 season can reapply for upgrade for 2022-23 season. The one-year wait will allow the official time to work on improving techniques identified during the evaluation process.

This level is a combination of Varsity (V) and/or Junior Varsity (JV) game assignments once requirements are met.

Official spend a minimum of two (2) years at this level before being eligible to move to the next level.

200 level (Varsity/JV/Modified):
Official must meet the time requirement at the lower levels. Official must pass the annual NYSGBOA open book test and be a member in good standing.

Official must obtain an average floor rating evaluation score of 86%. A minimum of three (3) evaluations is required and assigned through the evaluation committee.

Official who does not obtain the required average floor rating evaluation score (86%), retains their current level (300). The official is required to wait a minimal one (1) season before reapplying for upgrade consideration. Example: Official fails to obtain required average floor rating evaluation score in 2020-21 season can reapply for upgrade for 2022-23 season. The one-year wait will allow the official time to work on improving techniques identified during the evaluation process.

This level receives a full Varsity schedule but can also work lower levels as needed.

Officials spend a minimum of three (3) years at this level before being eligible to move to the next level.

100 level (Varsity/JV/Modified):
Official must meet the time requirements at the lower level. Official must pass the annual NYSGBOA open book test and be a member in good standing.

Official must obtain an average floor rating evaluation score of 88%.

Official who does not obtain the required average floor rating evaluation score (88%), retains their current level (200). The official is required to wait a minimal one (1) season before reapplying for upgrade consideration. Example: Official fails to obtain required average floor rating evaluation score in 2020-21 season can reapply for upgrade for 2022-23 season. The one-year wait will allow the official time to work on improving techniques identified during the evaluation process.

This level receives a full Varsity schedule but can also work lower levels as needed.

Please note the following:

- Time requirements can be waived by WNYBOWS Executive Committee based on exceptional on court performance of individuals.
- Officials who do NOT achieve the required scores (written or floor) when attempting to move from one level to the next remains at their current level.
- The High School game and College level games remain vastly different from an officiating perspective, so acceptance in the collegiate ranks does not guarantee immediate elevation at the HS level.

VI. ASSIGNMENT POLICIES

A. An official can only accept a game assignment from Official League Assignors (OLA), or approved by this organization. Any official who wishes to be an approved assignor must obtain permission, in writing, from the executive committee.

B. Officials may not turn back a HS scheduled assignment to take a more beneficial one, in terms of a higher level of game, more money, more convenient travel conditions or personal preference.

EXCEPTIONS: Collegiate contests and sanctioned tournaments.

Turn backs must be cleared with all appropriate assigning agents and the President, refer to Section VI Contract.

C. No official shall accept two (2) or more varsity games on the same day unless given permission by a member of the WNYBOWS Executive Committee.

D. It is recommended that an official should arrive at the playing site in accordance with the sport a minimum of 45-minutes prior to the assigned starting time of a contest. It is each official's responsibility for knowing the correct date, time, place and level of contest. It is the responsibility of the assigned officials to verify game information with their partner(s).

Upon arrival at a game site, if a game is not played, the officials should follow Section VI Contract procedures and contact the appropriate league assignor and President. If possible, find someone at the school, OBTAIN THE NAME AND POSITION OF THIS PERSON, and sign in. This will help you prove that you showed up.

E. In the event an assignment is missed, or an official is late, a penalty fee equivalent to the fee of the missed contest shall be paid to the Treasurer, postmarked within seven (7) days after receipt of notification of penalty. Refer to Section VI Contract for any questions.

Failure to comply WITHIN seven (7) calendar days will result in immediate revocation of membership as well as forfeiture of remaining schedule. Reinstatement will follow AFTER the payment of all penalty fees, fine attached, and successful completion of the next basketball clinic.

F. In the event an official is not prepared to work a contest at the designated starting time due to his/her late arrival, said official shall be penalized IN ACCORDANCE WITH THE SECTION VI CONTRACT. The penalty fee shall be paid to the Treasurer, postmarked within seven (7) calendar days of receipt of notification of penalty.

Failure to comply will result in same penalty as in "E" of above.

G. Should an emergency arise, and it is necessary for officials to switch, change or turn back an assignment, such changes must be made IN ACCORDANCE WITH THE SECTION VI CONTRACT approved by the appropriate assignor or the President.

H. If the emergency occurs on route to the contest, every effort should be made to apprise the host school of the situation by carrying school phone numbers with you as well as your partner. REFER TO THE SECTION VI CONTRACT.

PENALTY FOR VIOLATION OF ASSIGNMENT RULES:

1st Offense:	Fee for game(s) assigned Payment required to be postmarked within seven (7) calendar days of receipt of notification of penalty
2nd Offense:	Fee for game(s) assigned, schedule forfeited and revocation of membership

Reinstatement - REFER TO Section VI11 Grievance Procedure - REFER TO Section IX

VII. GENERAL BASKETBALL PROCEDURES AND REGULATIONS

A. All games assigned WITHIN the jurisdiction of this organization must be officiated ONLY by certified NYSGBO, INC. Officials.

B. There shall be no modification by Officials or Coaches of any rule used by the NYSGBO, INC. organization.

C. As per NYSGBO, INC. Constitution and WNYBOWS, INC. Basketball Operating Code, NO official may wear a NYSGBO, INC. patch (if used) and State approved jacket or shirt for any girl's game that is not contracted through an approved WNYBOWS assignor.

D. Each official shall wear the uniform as set in accordance with NYSGBO, INC. Constitution:

1. Jacket: Approved NYSGBOA white/blue/black jacket with NYSGBOA patch (embroidered, stitched or attached by Velcro)
2. Shirt: Approved NYSGBOA Women's Basketball Shirt (Grey body with white pinstripes and blue accent). No NYSGBOA patch. USA Flag on sleeve is optional.
3. Pants: Black dress slacks (none of the following are approved for use: denim, corduroy, sweatpants, joggers, leggings or athleisure; belt loops optional.
4. Socks: Solid Black.
5. Shoes: Solid Black with solid black shoestrings.
6. Belt: Black belt (if necessary; worn with pants with belt loops).
7. Whistle/Lanyard: Black lanyard/ Black whistle (pea-less whistle).
8. Local Boards may allow the use of colored whistles and lanyards during special events and/or tournaments, all officials must have similar color whistles and lanyards. Any other uniform amendments must be approved by NYSGBOA and WNYBOWS Executive Board.

VARSITY GAMES ONLY: Wear State approved jacket for all Varsity Games without exception.

UNIFORM NOTES:

The varsity jacket WILL NOT BE WORN at Junior Varsity, modified or other contests, unless permission is granted by the Executive Board. If one partner forgets their jacket, the other will wear his/hers.

The official shirt must be worn inside pants. The shirt will be worn in a like manner by both officials working the contest.

Failure to adhere to the uniform policy will result in a minimum penalty outlined below, as well as, other possible other sanctions set by the Executive Board, including the member possibly being prohibited from officiating post season play or losing upcoming assignments already assigned or yet to be assigned.

~~1. Black and white one inch (1") striped shirt with black v-neck collar. Shirt is worn inside trousers. No under-arm gusset (black or white).~~

~~2. Black dress slacks (no jeans, sweats or corduroy). Belt loops optional.~~

~~3. Black all leather shoes (with no white markings or laces) and black socks.~~

~~4. Black belt (WORN WITH PANTS WITH BELT LOOPS).~~

~~5. Black lanyard (if used).~~

~~6. Black plastic pea-less whistle.~~

~~7. Black dress slacks (no jeans, sweats or corduroy). Belt loops optional.~~

~~8. No jewelry except wedding bands.~~

~~9. VARSITY GAMES ONLY: Wear State approved black jacket for all Varsity Games without exception.~~

VII. MINIMUM PENALTY FOR VIOLATION OF VII. D.

1st Offense: $5.00 fine

2nd Offense: Game fee

3rd Offense: Forfeiture of all remaining games assigned and revocation of membership

VIII. REINSTATEMENT

In all situations where an official's rating is revoked, and/or an official is removed from the active roster, reinstatement will follow after the successful completion of the upcoming rookie class requirements. The official will not be reinstated any higher than the Junior Varsity level for that year.

IX. GRIEVANCE PROCEDURE

A Grievance Hearing Panel of three (3) Officials will be ELECTED BY THE MEMBERSHIP OR APPOINTED by the Executive Committee selected as follows:

A. Any official may initiate a grievance procedure on his/her own behalf.

B. The aggrieved official or his/her designee from within the WNYBOWS organization shall present a grievance in writing to the President AND THE GRIEVANCE COMMITTEE CHAIRPERSON, setting forth the time, place and date of the alleged grievance. Facts of the grievance shall include the event or Operating Code rules and regulations involved, along with the remedy sought by the official. This must be presented within ten (10) calendar days of notification of disciplinary action.

C. All parties involved shall have access, upon written request, to all written statements or records of evidence.

D. All the grievance, disciplinary procedures and/or penalties must be adhered to first. If not, the grievance will not be considered.

(NOTE: ALL ITEMS IN IX. - B MUST BE INCLUDED OR GRIEVANCE WILL NOT BE CONSIDERED).

E. The Grievance Hearing Panel must meet within ten (10) calendar days after receipt of the grievance and will render a decision within five (5) calendar days of that meeting.

F. APPEAL - if the official does not feel a satisfactory decision has been made by the Grievance Hearing Panel, he/she may appeal, in writing, to the President of WNYBOWS, INC., following these steps:

1. The appeal must be sent via certified mail within five (5) days of notification of disciplinary action.

2. The appeal shall include all written statements and records (i.e., rules, regulations and changes) and all pertinent information. (If these items are not followed, the grievance will not be considered).

The WNYBOWS, INC. Executive Committee shall review all documents at the next meeting of WNYBOWS, INC. or within fifteen (15) calendar days (whichever comes first) and decide. This is final, and no other appeals may be made through the organization.

X. TRANSFER POLICY AND PROCEDURES

Officials transferring into WNYBOWS INC. must meet the following criteria:
A. Provide a letter from the previous Board Chairperson indicating officiating status.
B. Attend at least one rookie class session for evaluation. Based upon the results of the floor evaluation, more classes may be required.
C. Comply with membership requirements.
D. May also be required to be rated one or more scrimmages, exhibition games, regular season or postseason contests.
E. The appropriate rating shall be determined by the WNYBOWS President.

XI. RULE INTERPRETER

The Executive Committee will nominate a Rules Interpreter for the Board. The rule interpreter may or may not be a member of the Executive Board & may be an active or inactive official. His or Her duties shall include:

1. Rules Interpreter to officials, coaches, league director, assigning agents and Athletic Directors (AD's) regarding rule changes and rule interpretations on an annual basis.

2. Present at WNYBOWS meetings on rules, mechanics, positioning, etc.

3. Make recommendations to the Executive Board for improvements to the referee development program. 4. Disseminate in-season & off-season training, staff development and education for WNYBOWS referees. Encouraging and promoting a progressive environment for referees to improve.

5. Coordinate with a variety of WNYBOWS committees in matters related to referee improvement.

Revised and approved: September 2026.

By: WNYBOWS Executive Committee