



2016
Baltimore Board of Officials
For Women's Sports Handbook
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Fall: Field Hockey/Soccer/Volleyball
Winter: Basketball
Spring: Lacrosse

www.bbows.org

College/High School/Youth Officiating Services

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PREFACE

This handbook is published to provide organizations in the Baltimore area with information regarding the Baltimore Board of Officials for Women's Sports (BBOWS).

BBOWS is a service organization providing the most desirable sports officiating services for girl's and women's sports. Our board recruits, trains, and provides continuing education for people interested in becoming an official.

The members of BBOWS strive to provide the leadership appropriate in terms of ethical conduct and consistent with the highest level of performance and achievement of the athletes involved.

Whenever this handbook is revised, each organization and board member will be directed to the BBOWS website (www.bbows.org) to view the updates.

BALTIMORE BOARD OF OFFICIALS FOR WOMEN'S SPORTS

I. PURPOSE

The purpose of this organization shall be to promote desirable sports programs for girls and women by:

- A. Encouraging interested persons to officiate
- B. Training and evaluating officials in various sports
- C. Standardizing and improving officiating through clinics and educational programs
- D. Providing qualified officials
- E. Promoting good sportsmanship
- F. Evaluating the needs and problems of officiating in local areas
- G. Disseminating information on the standards and procedures for competition

II. MEMBERS

- A. ACTIVE – Any person whose primary allegiance is to the BBOWS, who holds an unexpired rating, attends the annual board meeting and pays the annual dues.
- B. ALLIED – Any person whose primary allegiance is to another board, which holds an unexpired rating, and pays the required dues.
- C. ASSOCIATE – Any person who has paid required dues and who desires to promote the organization, without assuming the duties of active officiating.

III. REQUIREMENTS TO BE CONSIDERED IN GOOD STANDING WITH THE BALTIMORE BOARD

- A. Availability forms must be completed and submitted by deadline. A \$10.00 fine for non-compliance will be assessed.
- B. Written exam must be completed by date established by each individual sports chairperson.
- C. Dues must be paid to BBOWS office on or before the designated date by each sport. Non compliance will result in a \$10.00 late fee.
- D. Attendance at the annual BBOWS meeting is mandatory. Attendance at all sports meetings is mandatory. Anyone unable to attend any meeting must email the sport chair prior to the day of the meeting.

IV. MEETINGS

- A. There shall be an annual meeting of the board each year and should be scheduled in late spring.
- B. Special meetings may be called by the President or the Executive Director and needs approval of Board.
- C. A special meeting may be called with a written request from three active members.

V. EXECUTIVE DIRECTOR

- A. The position of Executive Director of the BBOWS has been established to provide more efficient service to schools.
- B. All officials shall receive their assignments from assigners who have been appointed by the Executive Board (committee).

VI. DIRECTOR OF EDUCATION

- A. Enhance the training of all applicant classes
- B. Improve the continuing education for veteran officials
- C. Be a consultant for educational materials

THE ROLE OF THE OFFICIAL IN COMPETITIVE SITUATIONS

An official enters the competitive situation with a thorough understanding of the letter, as well as the intent of the rules, the strategy and skills of the sport to be played, and correct execution of officiating techniques to view the contest accurately. The official maintains a friendly yet reserved attitude toward all throughout the sports experience. The official is flexible, operating within officiating standards appropriate to the age of the performers, the level of skill, and the facilities available. Biases by players, spectators, and coaches will be evaluated with an understanding not only of multiplicity of ways in which individuals may react to a competitive experience, but also the behavior appropriate to such an educational experience. Duties will be performed fairly, efficiently, and without drawing undue attention to the official. In order to strengthen the official's effectiveness, personal evaluation of performance will be made and solicitation of constructive criticism from coaches, players, and administrators will be sought. Though receiving a fee, the ultimate reward to the official will be that of having rendered a valuable service to girls and women who have found personal meaning in expressing themselves through the medium of sport.

CODE OF STANDARDS AND ETHICS FOR OFFICIALS

It is the responsibility of the official to enforce the letter and spirit of the rules in order to maintain the quality of competition necessary to achieve the goal of excellence, as well as to protect the health and welfare of each participant.

The official commands respect by their appearance, voice, and action. It is their attitude toward questions, criticisms, and varying situations and the manner in which they exhibit control which ultimately influences the tone and atmosphere of the game.

Courtesy, respect, and understanding breed a similar attitude among coaches, players, and spectators. The official serves in the capacity of an arbitrator. The successful fulfillment of this role lies in the promotion of quality competition through a thorough knowledge of the game, an attitude of impartiality, and the creation of a positive atmosphere. In this sense, the attributes of the official become very vital and are indispensable aspects of every game situation.

STANDARD AND ETHICAL CONSIDERATIONS FOR THE OFFICIAL:

1. Maintain the highest standard of honesty and integrity, making decisions without deference to team, score, or home facility.
2. Maintain an objective view, keeping the game within the spirit of the rules without imposing one's own philosophical beliefs upon the participant.
3. Maintain consistency in interpreting and enforcing of the rules.
4. Exhibit a thorough knowledge of the rules and a willingness to interpret the rules and clarify decisions.
5. Alertly react to the immediate situation without interjecting their personal opinion.
6. Exhibit open concern for the player's welfare by correcting those situations which involve actions detrimental to the welfare of participants.
7. Maintain a cordial and communicative attitude toward players, coaches, and spectators.
8. Fulfill a role as an arbitrator by recognizing and controlling the tempo of the game and the feeling of the spectators.
9. Maintain a sense of composure with respect to players, coaches, and spectators.
10. Always wear the proper uniform and be neatly and appropriately attired.
11. At all contests, each official is expected to have the equipment necessary for their sport (i.e. rule book, whistle, cards, flags, etc).
12. Consistently seek to improve one's own ability by attending rule discussions, interpretation clinics, as well as games as a spectator.
13. When assigned a post season game, do not referee any other game that day. The official's mind and body should be dedicated to that championship game.
14. Inform sports chair, through email, when unable to attend meetings.

INSTRUCTIONAL TRAINING FOR NEW OFFICIALS

A. ORIENTATION / INTRODUCTION

What is your background for this sport (form to fill out) as a player, parent, coach, spectator, as an official of another sport?

B. TECHNIQUES SPECIFIC TO THE GAME

Individual tactics

Team Tactics

Offensive Techniques / Strategies

Defensive Techniques / Strategies

C. PURPOSE OF THE RULES

Player specific: What can they do? What can't they do?

Player area specific

Official specific: Pre/post game, subs, captains, equipment, scoring, timing, etc.

D. HOW TO OFFICIATE

What to look for

When to look for it

Where to look for it

Why to look for it

How to blow your whistle

How to position to make the correct call

Making the decision: Administering the result/penalty

Initials / responsibilities / dues / expectations / attendance at meetings

BBOWS / handbook / dues

MPSSAA / dues / magazine / insurance

National governing body / dues / magazine / insurance

International governing body

E. UNIFORM

F. TAX INFORMATION, TRACKING EXPENSES, RECORDING, RECEIPTS, ETC.

G. ASSIGNER: AVAILABILITY FORMS, FEES, HOW PAID, FILING INCIDENT REPORTS, SCHOOL DIRECTIONS, ETC.

H. FIELD/FLOOR PRACTICE. FITNESS FOR UMPIRES

I. WRITTEN TEST. REVIEW OF CORRECTIONS

J. FINAL RATING SESSION. FEEDBACK

OFFICIALS INFORMATION

RESPONSIBILITIES OF THE OFFICIALS

The official plays a significant role in the athletic program, representing the ultimate in integrity while performing their duties, through actions on and off the field. The officials must earn the respect and confidence of players, coaches, and spectators.

This confidence and respect is not earned by words, but by unquestioned honesty, demonstrated ability, obvious devotion to and a full understanding of the game.

An official must be gifted with a strong desire to continually improve, a desire to be more than just an average official, a desire to be the best. No one can give an official heart or desire.

In order to assist officials working contests with the Baltimore Board, we wish to draw your attention to the following guidelines:

ALLEGIANCE TO THE BOARD

As an active member of the Baltimore Board, you have pledged an allegiance to this board. If you pledge your total allegiance, this will be reflected in your assignments. If you find that you cannot align yourself primarily with the BBOWS board because of allegiance with other boards, it may weigh considerably in your assignments during the regular and also the post-season.

COMMUNICATION WITH BBOWS OFFICE

1. Before the season begins, enter all your personal information and your availability in the web-based application BBOWS (Arbiter). This allows the assigner to create an acceptable schedule for all concerned.
2. Notify the BBOWS/assigner's office immediately if you have a change of mailing address, email address and/or telephone number(s). It is extremely important that records are up-to-date so that schools or fellow officials may be supplied with correct numbers in order that you may be reached when necessary.
3. Please do not request additional assignments, your assigner will contact you.

GAME ASSIGNMENTS

1. All games are assigned through the office of a BBOWS assigner.
2. Organizations in need of officials should direct their request through the assigner's office. New organizations should contact the Executive Director to be included in BBOWS officiating services.
3. Officials may not assume the role of assigner. Direct any questions for assignments to the appropriate person.
4. Primary members of BBOWS may accept assignments from other boards provided they have first fulfilled obligations to BBOWS.

Officials become eligible for game assignments when all of the following are satisfied:

1. A current rating is held, or designated guidelines specific to the sport have been met.
2. Written exam has been taken and passed (by designated date) with appropriate score (usually determined by state guidelines).
3. Dues/accumulated late fees have been paid in full.
4. All the components of the official uniform have been acquired.
5. All meetings and clinic requirements have been met.
6. Required scrimmages have been worked.
7. Current liability protection has been procured (NASO, federations and/or private insurance policy).
8. Registration form has been completed and returned to the BBOWS office.
9. Level of assignment consideration is based upon performance capability of official. This is determined by initial training, testing, as well as, officiating experiences. Questions/concerns about assignments should be directed to sports chair and/or Executive Director.
10. Official receiving "championship contest assignment" must demonstrate appropriate respect for the assignment. Other officiating opportunities for that date should not be accepted.

OBLIGATION TO SPORT AS AN OFFICIAL

Attending pre-season and mandatory state rules and interpretation meetings is the responsibility of each member of the Baltimore Board. This is necessary in order to prepare for utilization of the latest rules interpretations, floor techniques, administrative procedures, and awareness of the latest developments within the sport.

Officials may not be excused from meetings and playdays.

Officials failing to either:

- A. Attend the Baltimore Board annual meeting
- B. Meet pre-season commitments
- C. Attend state rules and interpretation meetings
- D. Follow duly stated guidelines regarding conduct as an official

...will be reviewed by each individual sport. Proper action will be taken once approved by the Executive Director

The Executive Director will be instructed by the sport chairperson of the board (with the Executive Board's approval) to withdraw assignments already made in the season from any official found to be in poor standing with BBOWS (see above) and to refrain from assigning said official during the regular season unless absolutely necessary. Officials in poor standing with the Baltimore Board will not be allowed to work post-season and tournament games.

SPORTSMANSHIP – OFFICIALS RESPONSIBILITY

Officials are expected to enforce rules relating to conduct of coaches, players, and fans. Enforcement of appropriate conduct should not be measured by an individual official's level of tolerance, but by those guidelines recognized by the BBOWS as well as those found in each rule book.

PRE-SEASON PREPARATION

All officials must accept their responsibility to work pre-season playdays.

REQUIREMENTS OF NEW APPLICANTS / TRAINEES

Applicant officials should attend all sessions of the training clinics, both theory and practical. Once the trainee meets the criteria below, they will be eligible for assignments from the Baltimore Board of Women's Officials.

1. Makes payment of training (instructional) fee
2. Achieves the minimum or better score for their chosen sport examination
3. Demonstrates basic understanding/application of the techniques and procedures of officiating
4. Acquires proper uniform and equipment.
5. Attends practical evaluation dates (playdays).
6. Submits registration to BBOWS office, availability form to the assigner's office.

UP-GRADE OF RATING – WHERE APPROPRIATE TO SPORT

Each official is responsible for up-grading her/his rating. In order to receive an up-grade in rating, a candidate should maintain present rating for a period of two years.

PROCEDURES/REQUIREMENTS FOR UPGRADING RATING

1. Written request to the chair of the respective sport.
 - A. Field hockey and volleyball – May 15th
 - B. Lacrosse – December 15th
2. Good standing with the Baltimore Board.
 - A. Attend the annual board meeting
 - B. Pay annual dues for each respective sport.
3. Be reasonably available for assignments.
4. Be in good standing with the sport committee.
 - A. Attend pre-season meetings.
 - B. Attend mandatory rules and interpretation meetings.
 - C. Have no written complaints from coaches, assigner's office, or other officials due to violations of the constitution and by-laws or from the professional standards of conduct of an official.
 - D. On the national exam, obtain the written score required by each individual sport.
 - E. Passing score of 80% on techniques and procedures of officiating.
 - F. Fulfill financial obligations.

RENEWALS

Each official is responsible for maintaining her/his rating.

1. Written examination – a passing score is that of the rating you wish to retain.
2. Meet sport requirements for attendance at pre-season clinics and scrimmages.
3. Meet financial responsibilities

The alternative method which requires coaches to submit evaluation cards following each game you work may be used for officials wishing to retain their present rating. All officials should be active and must be able to demonstrate correct techniques and procedures. If written complaints are received, a more formal method for renewal must be used.

OFFICIAL UNIFORMS FOR BALTIMORE BOARD

(JEWELRY MUST NEVER BE WORN WHILE PERFORMING DUTIES AS AN OFFICIAL. WATCHES MAY BE WORN WHEN NECESSARY. POST EARRINGS ARE ACCEPTABLE FOR ALL SPORTS EXCEPT BASKETBALL).

1. BASKETBALL

- Black and white striped v-neck shirt (without pocket)
- Black pants (polyester fabric) with or without black belt
- Black shoes – black socks
- Black lanyard
- Jacket – BBOWS

2. FIELD HOCKEY AND LACROSSE

- Black kilt for women
- Black shorts (coaching length) for men
- Black and white wide (one inch) striped shirt
- Black long sleeved turtleneck under shirt if cold
- All black socks
- Black field shoes
- Black lanyard – black plastic or metal whistle
- Official BBOWS black jacket (preferred) black and white jacket acceptable
- Black visor
- Field hockey only: colored shirts approved and agreed upon by both officials

3. SOCCER

- Gold and black shirt – black and gray “back-up” shirt
- Black shorts – coach’s length
- Black 3 white stripes knee highs
- Predominate black field shoes
- Black lanyard – black plastic or metal whistle
- Black jacket
- Black visor

4. VOLLEYBALL (HIGH SCHOOL)

- White shirt/certified volleyball official insignia
- Black polyester blend “dress” slacks
- Black crew socks – black shoes (leather)
- Black lanyard – black plastic or metal whistle
- Black v-neck BBOWS pullover jacket

VOLLEYBALL (COLLEGE)

- White collared shirts with certified official on left sleeve
- Dark navy pants (no faded pants or Dockers)
- All white shoes – white socks
- Black or navy belt
- Black whistle

ETHICS

It is assumed that no official will accept a game assignment where any possible conflict-of-interest may be present or be construed to have been present. Some examples of “conflict-of-interest” may be:

- Games played by your alma mater
- Games played by a school at which you are a full-time teacher or part time coach
- Games played between teams in the same league as the team on which you played or coached
- Games played between teams whose coach or players are friends, relatives or fellow players

ALCOHOL, TOBACCO, DRUGS

Officials may not consume alcohol or use any tobacco products during any time when they are fulfilling or preparing to fulfill responsibilities as an official. The following must be considered:

The consumption of alcohol during the day, prior to the contest is not permitted. Following the contest, away from the site, and out of uniform, alcohol is acceptable.

Smoking is only permitted away from the game site (off school property – not just athletic field). Evidence of tobacco products should not be present on your uniform or equipment bag. Tobacco products should not be visible in your vehicle.

When prescribed medications inhibit your duties as an official, please use common sense when accepting assignments.

PROBLEM AREAS

1. If there are problems at the game, such as crowd control, unsportsmanlike conduct on the part of players, coaches, students, or school personnel, please contact your assigner and sport chairperson immediately.
2. If it becomes necessary for an official to eject a coach for any reason, it is mandatory that an oral and written report be filed with the assigner and the sport chairperson within 24 hours. (NOTE: Please use form provided on the bbows.org website.)
3. When a school fails to complete a contest, due to a coach pulling a team from the floor, court, or field, it is also mandatory that you notify the sport chairperson and assigner within 24 hours.

GRIEVANCES

An official with a grievance against a school or coach should email the chairperson, assigner, and Executive Director.

PROTESTS

Protests of athletic contests shall not be handled by BBOWS or the Executive Director. This is the responsibility of the league involved. The chairperson of sport shall secure oral and written information, review with Executive Director, and together serve as a resource when requested by the league.

1. At the time of protest, the official in charge of the game shall record in the scorebook:
 - The situation that led to the protest
 - All pertinent information relative to score and specific players in the game at the time of protest
 - This must be completed before the game continues
2. The official in charge of the game will report the protest to the Executive Director and chairperson of the sport immediately after the game.
3. The chairperson and/or rules interpreter of the sport will contact each official to obtain the information that lead to the protest.
4. Each official will write an account of the game situation that led to the protest and how the incident was handled.
5. The chairperson or rule's interpreter will receive a written interpretation of the incident from each official and be prepared to present this to the appropriate parties when requested.

INCLEMENT WEATHER AS IT RELATES TO YOUR SCHEDULE

The following procedures are to be followed in case of inclement weather:

1. It is your responsibility to call the home school if there is any doubt as to whether or not the game will be played. Weather conditions on the day of the scheduled game or of previous days may be justification for the phone call. Common sense and a reasonable awareness of field conditions are expected of each official.
2. The magic hour is 1:30PM for afternoon games starting before 6:00PM and 4:30PM for games starting 6:00PM or later. If you call after the magic hour (1:30/4:30) and they say "yes" the game will be played, you leave for the game. In the meantime, the game is postponed, you are to receive full fee. **If you fail to call and report to the game and game has been postponed, you are not entitled to any reimbursement. Please note the name of the person with whom you speak.**

MECHANICS AND HUSTLE

One extremely important dimension of officiating any sport is mechanics.

It can be translated to "being in the right place at the right time". There are countless situations in officiating that make it difficult or impossible for you to make the correct call if you are out of position. Whether you are working alone or with other officials, there are proven mechanics that get you and your partner(s) into the best position to cover all dimensions of the contest. Conscientious officials will not only read and study the official's manual, but also will observe experienced officials and ask questions regarding how best to cover various game situations. One of the worst things that can be said of you is that you were out of position to make the call because you didn't hustle".

POST GAME PROCEDURES

Once the game is over, your job at the contest is done. There is no need to stay around. It is not your job to congratulate the winner, console the defeated, offer advice to losers or try to set up a contract for a game later in the year. It is businesslike for the officials to leave the floor or field together. Make no statements and offer no comments concerning the game to representatives of the press or radio. It must be emphasized that parents, fans, news media, scorers, timers or athletes should at no time be involved in a conversation with you.

Your trip home may be long. If you plan to stop, make sure your stop is not where you will be identified and approached by someone who attended the game.

Post-game conference: If you fail to evaluate your performance personally, and that of your partner(s), you are not completing your task. A very objective analysis of what you did right as well as what you may have done wrong is necessary if you are going to improve for the next contest. Constructive criticism between officials should be encouraged and welcomed. No one should be offended by a partner that is trying to help her/him improve. (NOTE: Please use self evaluation form provided on the bbows.org website.)

AVOIDING PROBLEMS

The single most effective way to avoid problems is to know the rules. As was indicated in the section on preparation, if you have failed to improve upon your knowledge, mechanics, etc., you have not done everything possible to avoid possible problems.

Here are a number of additional ways to eliminate potential problems:

1. Never make adverse comments about other officials. They, just like you, will receive enough criticism without receiving it from their colleagues. This includes officials you may see as a spectator. Never offer, or give, even if requested by fans, anything but positive criticism. You may very well be considered an expert, especially by someone trying to find fault in the officials.
2. Establish a firm, but cordial and professional relationship with coaches. Trying to be overly friendly will get you in just as much trouble as being gruff.
3. Be on time! The official who arrives late, or even at the very last minute is probably not mentally prepared and has no doubt raised questions in the minds of the coaches about her or his sincerity and dedication. Be certain you have enough time to talk to your timers, scorer, etc.
4. Either by yourself or with your partner(s), prepare yourself to be mentally sharp for the contest. Review basic rules, mechanics and procedures.

5. Don't talk to fans. This only encourages them to talk to you and you may very well wish you had not encouraged them. Try not to have "rabbit ears"! Even if you do hear comments made by fans, you must learn to ignore them and not let them influence you.
6. Always inspect the playing arena (field, court, etc.) that is being used. If you can detect problems with the facilities before the contest starts, take the opportunity to request that adjustments be made. This request should be directed to home team management. If no one is present from that staff, it must be made to the home team coach.
7. Review procedures with the captains and be sure to ask if they have any questions.
8. Support the decisions made by your fellow officials. To disagree with her or him, or overrule the decision made can only indicate to the athletes, coaches and fans that one of you made a mistake. If, however, an error is made by you or your partner in rule application, it is essential that it be corrected as soon as possible.
9. Maintain your poise or emotional control. You may be the only one around who is remaining calm. If you get emotional, the situation can escalate.
10. Be clear and concise with your signals. If players, fans, and coaches don't understand what is going on and why the penalty was called or what the penalty was, you raise additional doubts in their minds as to whether or not you were right.
11. Use common sense. Any numbers of situations occur during any contest where the officials must use common sense. Under certain circumstances, you may be asking for trouble when you attempt to enforce a very technical and insignificant rule.
12. Varsity officials – never leave the game site until JV officials have arrived (assuming varsity is the first game).
13. Do not work a game/contest after it has been declared a forfeit or agree to work an intrasquad scrimmage if the other team doesn't show.

GAME MANAGEMENT CONCERNS – GENERAL FOR ALL CONTESTS

STARTING TIME

It is expected all games will start on time. Before the start of the game, athletes should have a minimum of 15 minutes to warm up. This means opponents should arrive at the school at least 20 minutes prior to game time.

If the visiting team is late without notifying the host school, BBOWS policy for officials is:

- 1) Wait 45 minutes for the visitors to arrive or visitors to communicate with the host school concerning their arrival time.
- 2) If there is no arrival or communication, the officials at this time will depart.

If the visiting team is late with notification, BBOWS policy for officials is:

- 1) We understand there will be unique situations (i.e. buses, traffic, etc.) when teams have difficulty reaching the playing venue, so the officials will remain available to officiate the game.

Officials are expected to arrive at the game site (playing arena, not parking lot) by the time designated by each individual sport. Their failure to do so must be reported to BBOWS office within 24 hours.

COMMUNICATION WITH COACHES – POST GAME

Officials shall refrain from any conversation with either coach or any team personnel at the conclusion of a game. Following this procedure will most often prevent unpleasant departures. It is expected that all officials will adhere to this, regardless of sport (or level).

FIGHTS AND DISRUPTIVE BEHAVIOR

If a fight erupts among players on court or field; or if a fight among spectators disrupts game, officials are to follow these procedures:

1. Whistle play dead immediately (of course) and verbally state "break it up".
2. Withdraw from the situation and immediately beckon coaches to take care of on court/field problems. Take a position at the scorer's table, make note of players involved in altercation, and remain at the table until order is restored by school personnel.
3. Do not attempt to break up fight by touching a player(s) or spectator(s).
4. For a fight among spectators, while following the same procedure as above, allow both teams to approach their bench and confer with coaches during this delay.
5. School personnel must acknowledge when play is to resume.

This incident must be reported immediately following the game to the Executive Director, assigner, and the sports chairperson. Specific details may be requested in writing from the referee.

WEATHER CONDITIONS AFFECTING CONTESTS

For all contests which are held “outside” and therefore are exposed to the elements of all kinds of weather, officials must assume an additional responsibility for the safety of the athletes involved. This responsibility includes the decisions to begin, to suspend, to restart, or to postpone a contest. The safety of the athletes is paramount and we therefore direct all officials for all outdoor sports to be fully knowledgeable of the procedures listed below.

RESPECT FOR LIGHTNING – ‘THE SILENT KILLER’

Research indicates that lightning is the #2 cause of death by weather phenomena, accounting for 110 deaths per year. Following is a suggested position on thunder and lightning.

- If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands/arms on your legs, and lower your head. **Do not lie flat.**
- In the event that either situation should occur, allow thirty minutes to pass after the last sound of thunder and/or lightning strike to resume play.

The National Weather Service has stated that lightning can strike up to a distance of 10 miles with storms traveling at a speed exceeding 50 miles per hour. However, thunder can only be heard within a distance of 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once. An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a fairly safe alternative. If neither of these is available, the following guidelines are recommended. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume the aforementioned crouched position. Avoid standing water and metal objects at all times (i.e., steering wheel, metal bleachers, metal cleats, umbrellas, etc.)

The most dangerous storms give little or no warning; thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard due to atmospheric disturbances, thus the term “silent killer”. At times, the only natural forewarning that may precede a strike is feeling your hair stand on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body’s surface area that is exposed to the current traveling through the ground.

The National Weather Service recommended that 30 minutes should pass after the last sound of thunder is heard and/or lightning strike is seen prior to resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.

A perilous misconception that it is possible to see lightning coming and have time to react before it strikes could be fatal. In reality, the lightning that we see flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When you see lightning strike, it has already hit. It is a fact that you will never see the bolt that hits you.

If utilized immediately, the information provided above can be used to minimize the risk of injury or death due to lightning.

CROWD CONTROL

- A. It is the responsibility of the home school administration to insure that the crowd will display proper enthusiasm and sportsmanship.
- B. If it is necessary to take measures to achieve crowd control, suspend the game and ask the administrator or home coach to restore control.
 1. Players should remain near the benches.
 2. Officials will go to the front of the table and remain there until control is restored or further steps need to be taken.
- C. If order cannot be restored, the officials may request that the gym/field be cleared.
- D. If it is not possible, then discontinue the game and indicate in the scorebook the reason the game was discontinued. League authorities will make decisions regarding questions of forfeits.
- E. Contact the sport chairperson, assigner, and the Executive Director's office if a game is discontinued.
- F. Both officials may be asked to put in writing to the sport chairperson, assigner, and Executive Director the circumstances surrounding the game which forced the discontinuation.
- G. Upon arrival at the game site, it is important to establish the personnel in charge of crowd control.

LACK OF PAYMENT

The process by which each school and/or system pays officials is different, thereby affecting when you will receive payment. If you have waited 3 weeks and have not received payment for a game, then the official should contact the home school to inquire about their fee. If you do not get resolution, contact your assigner who will follow up on your behalf.

Note: Records of all games worked, including location, level and partner, must be kept by each official. Final season print-out, listing all games worked is available on Arbiter which can be used for receipt of payment and tax records. However, it is extremely important each official keeps accurate records.

GAME MANAGEMENT CONCERNS – SPECIFIC TO SCHOOL SYSTEMS

BALTIMORE COUNTY SPORTSMANSHIP

Specifics are outlined on the BCPS website (current as of 5/20/16):
<https://www.bcps.org/offices/athletics/pdf/Citizen-Expectations.pdf>

BALTIMORE CITY SPORTSMANSHIP

Specifics are outlined on the Baltimore City Schools website (current as of 5/20/16):
<http://www.baltimorecityschools.org/cms/lib/MD01001351/Centricity/Domain/8812/2012-InterscholasticAthleticsHandbook.pdf>

IAAM'S SPORTSMANSHIP

Specifics are outlined on the IAAM website (current as of 5/20/16):
<http://www.iaamsports.com/information/rules/2015-16/highschool>

MIAA SPORTSMANSHIP

Specifics are outlined on the MIAA website (current as of 5/20/16):
http://www.miaasports.net/index.php?option=com_content&view=article&id=49&Itemid=19

MPSSAA SPORTSMANSHIP "RESPECT THE GAME" (current as of 5/20/16):

<http://www.mpssaa.org/membership-services/respect-the-game/>

ATHLETIC ADMINISTRATOR/COACH GAME MANAGEMENT INFORMATION

The athletic administrator must assume the leadership role in establishing the necessary atmosphere for conducting a sound athletic program.

We will attempt to highlight the items we would like school administrators to do in order to establish the most positive environment for officials and players involved in the athletic contests.

PROCEDURES OF THE GAMES

The home team shall be certain that the playing area and equipment are available and ready to comply with distinct standards and rules of each specific sport. Be sure to have table and chairs set up in the proper location for use by scorers and timers.

Game management personnel (i.e. scorers, timers, linespeople, etc) should be trained for their respective duties as outlined in each rule book. We are willing to provide assistance for you if problems occur in your attempts to have the above accomplished. To request our help, contact the sports chair, the Executive office, or the assigner and someone will respond.

Home team game management personnel shall be responsible for the behavior of teams, cheerleaders and spectators. To assist in keeping good people in officiating, please review with your coaches appropriate behavior and communication skills, which must be used with our officials. BBOWS officials are expected to conduct themselves professionally at all times. Any unprofessional behavior should be reported to the chairperson, assigner, or Executive Director so appropriate actions may be taken.

STARTING TIME

It is expected all games will start on time. Before the start of the game, athletes should have a minimum of 15 minutes to warm up. This means opponents should arrive at the school at least 20 minutes prior to game time.

If the visiting team is late without notifying the host school, BBOWS policy for officials is:

- 1) Wait 45 minutes for the visitors to arrive or visitors to communicate with the host school concerning their arrival time.
- 2) If there is no arrival or communication, the officials at this time will depart.
If the visiting team is late with notification, BBOWS policy for officials is:
 - 1) We understand there will be unique situations (i.e. buses, traffic, etc.) when teams have difficulty reaching the playing venue, so the officials will remain available to officiate the game.

NOTIFICATION

Athletic administrators differ in title from school to school. With this in mind, it would be beneficial if the individual charged with the responsibility of the interscholastic program at each school would notify the assigner as to their specific title and method of contact on campus in case of an emergency. A specific phone number and/or e-mail address where someone can be reached after school hours would be helpful.

MASTER SCHEDULES

The most important step for the assignment of officials is the master schedule. The assigner will request school schedules well in advance of the sport season. It is imperative that the athletic administrator comply with due dates. A complete schedule may include any or all of the following levels or type games: middle school, junior varsity, varsity, league and non-league games.

Games added to the schedule should be submitted to the assigner two weeks prior to the date of the games. Please remember that overall assignments covering a scope of time are made in advance, therefore, coverage for any additional games may be affected accordingly.

PAYMENT OF FEES

Any school not paying official fees will be given one additional sport season to pay, after which no officials will be assigned. Please consult the Executive Director regarding any misunderstanding of the above stated policy.

PAYMENT INFORMATION

Payment of game fee to officials at game site is greatly appreciated, however, it is understood that this is not always possible. Requesting officials to complete a specific form for payment information is expected and will greatly reduce problems and/or delays in the payment process. Each school district has its own form, and it is the responsibility of the official to complete the form, and give it to the authorized person.

RE-SCHEDULED CONTESTS

Whenever a scheduled athletic contest is started and then postponed because of the inclement weather, light failure, or other circumstances beyond the control of the home management, each official shall receive his or her full fee.

If the date, time, or location of any athletic contest is changed after assignments have been completed, it shall be the responsibility of the home management to notify the assigner.

When a regularly scheduled game date or site is changed and the home management fails to notify the official; she or he arrives at the site of the contest and there is no game; the official shall receive the full fee.

RAIN OUT PROCEDURES

In case of inclement weather, it is the responsibility of the home school to contact the assigner for postponement notice by 1:30 pm (afternoon contests starting by 6:00 pm or by 4:30 pm for evening contests starting after 6:00 pm). If the official should arrive at the site of the contest without previously checking and the contest has been postponed, the home management is not required to reimburse the official for any part of the fee. If the official has been notified by the home team that the contest will be played, she or he arrives at the site of the contest and in the meantime the contest has been postponed, the official shall receive full payment of game fee.

Please be sure that the secretaries in the principal's office are notified of postponed or canceled games. Our officials call that office for game verification and will report to game site based on information received from them.

PROTESTS

Procedures for protests will be in accordance with rules set by each league or system.

The continued improvement of officiating is assisted by the written evaluation of officials by coaches. It is important that the athletic administrator encourage the coaches to mail them directly to the assigner after each contest (see game evaluation reports).

Successful assigning can best be accomplished when all necessary and appropriate procedures are followed. It is important for athletic administrators to complete the assigner's evaluation form and return it to the Executive Director at the BBOWS office (see assigner's evaluation on the website).

PROBLEMS REGARDING OFFICIATING

Athletic administrators are asked to convey to their coaching staff that if there is a problem regarding the officiating, it should be communicated by the athletic director to the assigner's office and secondly, if desired, to the chairperson of the sport.

Note: The following post game procedure is expected of each BBOWS official:

Officials shall refrain from any conversation with either coach or any team personnel at the conclusion of a game. This serves as a "communication curfew" which will most often prevent unpleasant departures. It is expected that all officials will adhere to this, regardless of sport (or level).

A school or coach, with a grievance against an official should send a letter detailing the complaints to the sports chairperson involved, with a copy to the Executive Director. If the concern is relative to rules clarification a call can be made to the sport's chair or assigner.

PLAYDAYS – FREE OFFICIATING SERVICES

BBOWS will sponsor "playdays" for all five sports in order to provide appropriate preparation opportunities for all our officials. All schools requesting assignment of officials from BBOWS assigners will be invited to participate. This may necessitate multiple sites on one or more dates. Free officiating services will be provided and schools will not be assessed a charge for participation.

Playdays must be scheduled and completed before the beginning of the varsity season. Any playday scheduled after the start of the regular season will be considered a paid tournament.

GUIDELINES FOR HOSTING PLAYDAYS:

HOST SCHOOL RESPONSIBILITIES:

1. Provide legal fields and/or courts appropriate to sport.
2. Ensure that facilities and necessary equipment specific to needs of sport are present.
3. May provide (sell) concessions to competitors and fans . . . It is expected that any profit will be minimal – concessions are being provided for players – not to make money for new uniforms, or a trip to Hawaii, etc.
4. Will communicate to all present, player, coaches, and fans, the purpose of playday – an opportunity for coaches and players to prepare for the season. AND for officials to improve their skills for the upcoming season.
5. Playdays must be held before the start of the season. After the start of the scheduled games, the playdays will be considered tournaments and a fee will be applied for the officials.

BBOWS RESPONSIBILITIES...When BBOWS is the host of the playday

1. Schedule dates and select locations.
2. Invite schools
3. Prepare schedule of all games to be played.
4. Provide officials for all contests.
5. Provide athletic trainer when appropriate.
6. Instruction may be provided for game management support personnel (i.e. timers and scorers).

BALTIMORE BOARD OF OFFICIALS FOR WOMEN'S SPORTS ASSIGNMENT SERVICES

EXPLANATION OF SERVICES

- A. Shall make services available for all schools and colleges within Baltimore County, Baltimore City, and shall travel beyond these geographical areas when/where league boundaries may apply.
- B. Shall cover basketball, field hockey, lacrosse, soccer, and volleyball.

PROVISIONS OF SERVICE

- A. Most equitable coverage possible for all schools involved.
 1. Assignments based on needs of each game as seen by the BBOWS assigner's office, and as explained or requested by the coaches involved.
 2. Coverage of contests allows for scheduling of new officials to lower level contests, with experienced officials so as to provide the most optimum development of new officials.
- B. Attempts will be made to always assign the appropriate number of officials for each contest.
- C. Officials shortage
 1. Realistically, there will be times when there will not be enough officials available to cover all games and/or contests. Good judgment will be used to decide which contests can best afford the shortage of officials.
- D. Tournament coverage
 1. Dates should be submitted with regular schedule of season. More specific information should follow as soon as possible.

GENERAL PROCEDURES FOR ADMINISTERING SERVICES

- A. Schedules will be requested from all schools by BBOWS assigner. The athletic director will return it by the requested date. The athletic director will notify the assigner if they are using RefPay to compensate the officials.
- B. The Arbiter will be used to inform the athletic director of dates, times, and places of all games which will have officials assigned. Approval by the athletic director of all information sent is expected upon receipt.
- C. Schools will be billed for home games only. Schools that have no gym/field, and therefore, have no "home games" must make an agreement with their opponents as to who will pay the assignment fee. Please note this on your schedule sent to the assigner.

BILLING

- A. Schools can be billed for initial assignment fees for each sport prior to beginning of the sports season.
- B. School and official assignments: The school's assignment fee and the officials' assignment fee have been combined and will be withheld at the home school site to be billed by the BOWS assigner at the end of the season.
- C. The assignment fee will be assessed for all changes in schedules that are not weather related. Bills not paid in a timely manner may be subject to a 10% late payment fee.
- D. Fees for assignment services - refer to pages 28-30.

COOPERATION AMONG ASSIGNERS OF NEAR-BY BOARDS

Each assigner will be responsible for making all assignments of officials for all contests within his or her board's jurisdiction. They will, when necessary, request assistance for additional officials from neighboring boards after first contacting their assigner.

PREVENTIVE MEASURE TO AVOID PAYMENT PROBLEMS FOR OFFICIALS

- A. Complete pay card, vouchers, etc. Print all information so that it can be easily read.
- B. Print "given name" instead of nickname.
- C. Be sure to note if address is new.
- D. Note fee / contest.
- E. Include vendor number where applicable.

BALTIMORE BOARD OF OFFICIALS FOR WOMEN'S SPORTS CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Baltimore Board of Officials for Women's Sports, hereinafter referred to as BBOWS.

ARTICLE II - OBJECTIVES

The objective of BBOWS is to promote desirable sports programs for girls, and women. To do this, BBOWS shall:

- Section 1 Provide an assigning agency of officials.
- Section 2 Encourage the use of qualified officials, and shall strive to have available at all times an adequate number of thoroughly trained and capable officials.
- Section 3 Promote and maintain the highest degree of officiating, by following a standard set of mechanics, uniform interpretations, and consistent administration of the rules of the game as set forth at the youth, middle school, high school and college levels.
- Section 4 Standardize and improve officiating through clinics, playdays, educational opportunities, meetings, and practical and written exams.
- Section 5 Encourage all officials to continue to improve within their sport.
- Section 6 Evaluate the needs for officiating services.
- Section 7 Provide a forum for discussion of the interrelated aspects of organizing and officiating girl's and women's sports.

ARTICLE III - MEMBERSHIP

- Section 1 The four classes of membership are as follows:
 - A. Active members are those whose primary allegiance is to BBOWS, who hold an unexpired rating, who attend at least one BBOWS meeting per school year, and who pays required dues.
 - B. Allied members are those whose primary allegiance is to another board of officials, who hold an unexpired rating, and who pays BBOWS dues.
 - C. Auxiliary members (1/2 regular dues) are officials invited to join BBOWS in order to add upper level talent. This will enhance services rendered to all institutions. This membership will be encouraged only when our talent pool is insufficient.
 - D. Associate members are those whose rating has expired, who pay required BBOWS dues, and who desire to promote the organization and officiating without assuming the duties of active officiating.
- Section 2 Only active members are eligible to vote on BBOWS matters.

ARTICLE IV – MEETINGS

- Section 1 There shall be one regular meeting of the general membership per school year.
- Section 2 Special meetings may be called by the President or the Executive Director. Also, special meetings may be called upon written request of three active members to the Secretary of the Board, and shall be held as soon as possible after such request has been made.
- Section 3 The meeting shall be held at a location central to the Baltimore Metropolitan area.
- Section 4 A written notice of the date, time, and location of the meeting described in this article shall be sent by the Executive Director. If the meeting is a special meeting under the definitions of this article, the notice shall contain a list of the issues to be discussed at said meeting.

ARTICLE V – OFFICERS

- Section 1 The officers of BBOWS shall consist of the President, Vice President, Secretary, and Treasurer.
- Section 2 The method of selection and term of office for officers shall be as follows:
 - A. The President, Vice President, Secretary, and Treasurer shall serve a two (2) year term.
 - B. The President and the Secretary shall be elected in spring of odd-numbered years at the Annual Meeting
 - C. The Vice President and the Treasurer shall be elected in spring of even-numbered years at the Annual Meeting
 - D. The Executive Director shall be appointed by the President for a three-year period, subject to approval by majority vote of the Executive Board.
- Section 3 In the event of a vacancy in the office of:
 - A. The President, the Vice President shall fill the unexpired term.
 - B. The Executive Director, the President shall make an appointment to fill the unexpired term, subject to approval by majority vote of the Executive Board.
 - C. Any other officer, the President and Executive Director shall make a temporary appointment until the next scheduled general meeting, at which time a replacement shall be elected to fill the remainder of the term.

ARTICLE VI - SPORT COMMITTEES

- Section 1 There shall be constituted a number of committees, hereinafter known as Sport Committees. One committee shall be constituted for each sport officiated under the aegis of BBOWS. If that sport is officiated at both the college level and the high school level, separate committees shall be constituted for each level of officiating.
- Section 2 Membership on each Sport Committee shall be extended to any member officiating that sport at that level under the aegis of BBOWS.
- Section 3 Each Sport Committee shall have a Chair and a Chair-Elect, Sport Advisor and a Rules Interpreter. The Chair shall serve a term of two (2) years, and succeed from the position of Chair-Elect. The Chair-Elect shall be elected to a term of two (2) years, at the conclusion of which he or she shall succeed automatically to the position of Chair.
- Section 4 In the event of a vacancy in the office of Chair, the Chair-Elect shall fill the unexpired term, vacating the office of Chair-Elect. Should the office of Chair-Elect become vacant, the Chair shall appoint a temporary replacement until the next meeting of the Sport Committee, at which time a replacement shall be elected to complete the term of office.
- Section 5 The BBOWS Rules Interpreter shall be recommended by the Chair for a term of two (2) years to coincide with the term of the Chair and approved by the Executive Board.
- Section 6 The Sports Advisor shall,
A. Be appointed by the Executive Board for a term of five (5) years.

ARTICLE VII - OTHER COMMITTEES

- Section 1 The President shall appoint for his or her term of office the following standing committees:
A. Finance
B. Nominating
C. Constitution
D. Disciplinary Review Committee
- Section 2 The Standards and Ethics Committee shall consist of the President, chairs of the Sport Committees, and two (2) active members appointed by the President.
- Section 3 Special committees may be appointed by the President or Executive Director as desired in the interest of BBOWS.
- Section 4 Committee chairs appointed by the President or Executive Director under this Article shall serve at the pleasure of the President and Executive Director.

ARTICLE VIII - EXECUTIVE BOARD

- Section 1 There shall be an Executive Board, which shall include the following:
A. The officers
B. Executive Director (non-voting member)
C. The immediate past-President
D. High School Chair, Chair-Elect and Advisor for each Sport Committee (1 vote per sport)
E. College Chairs of the Sport Committees (1 vote per sport)
F. Assigners for all sports (non-voting members)
- Section 2 Chairs of committees appointed under Article shall not be considered members of the Executive Board and shall not have voting privileges at said Board meetings, but may attend meetings at the request of the President or the Executive Board.
- Section 3 The Executive Board shall meet not less than five times per year. Meetings of the Executive Board may be called by the President, Executive Director, or by any three members of the Board. Written notice shall be given to all members of the Board at least 48 hours prior to any meeting.

ARTICLE IX - REMOVAL OF OFFICERS

- Section 1 Officers or Sport Committee chairs may be removed from office for failure to perform their duties to the benefit of BBOWS or for failure to maintain active or associate membership in BBOWS.
- Section 2 In order to remove an elected officer(s), a motion shall be made to remove said officer(s) at a meeting described in Article IV Section 4. Passage of such motion shall require the approval of two-thirds of those present and voting.
- Section 3 To remove the Executive Director, a motion shall be made to remove said Director at an official Executive Board meeting described in Article 8. Passage of such motion shall require the approval of two-thirds of those present and voting.

- Section 4 A Sport Committee Chair or Chair-Elect may be removed through either of these two processes:
- A. A motion made during an official Sport Committee meeting. Passage of such motion shall require the approval of two-thirds of those present and voting. Such action shall be subject to the approval of two-thirds of those present and voting at the next meeting of the Executive Board, or
 - B. Action of the Executive Board. Such action shall be subject to approval of two-thirds of those present and voting at the next meeting of the Sport Committee.

ARTICLE X – AMENDMENTS

- Section 1 This Constitution may be amended by a two-thirds vote of those present and voting at any regular meeting of BBOWS or, should the ballot be made by mail, of those submitting a prepared return ballot to the Executive Board by the voting deadline.
- Section 2 Said amendments shall have been submitted in writing to the general membership at least thirty (30) days prior to meeting date or voting deadline, whichever shall apply.

BALTIMORE BOARD OF OFFICIALS FOR WOMEN'S SPORTS BY-LAWS

ARTICLE 1 - MEMBERS AND THEIR DUTIES

- Section 1 Members shall promote the objectives of the Baltimore Board of Officials for Women's Sports, hereinafter known as BBOWS.
- Section 2 Conditions for active, allied, and auxiliary membership:
- A. Membership shall be granted to any person:
1. Who is current in payment of registration dues and annual sport specific registration (registration dues shall be payable on the dates established by the Executive Board for each sport), and
 2. Who has passed the appropriate theoretical and or practical exam to officiate a sport under the aegis of BBOWS, or who holds an unexpired rating; and
 3. Who is not under suspension or expulsion from BBOWS.
- B. Membership shall expire automatically when an official no longer holds an active rating, or upon the official's retirement from officiating.
- C. Active membership shall be forfeited for any of the following:
1. Proven charges of incompetent officiating;
 2. Connection with activities detrimental to the best interests of girls' and women's sports;
 3. Failure to fulfill duties expected of members, such as attending and working assigned clinics;
 4. Failure to obtain liability insurance in an amount established by the Executive Board;
 5. Failure to obey BBOWS rules and regulations, including those governing uniforms and comportment;
 6. Charging other than approved fees;
 7. Failure to pay required dues;
 8. Failure to attend mandatory meetings, unless said absence is excused by the officer presiding or a penalty may be assessed by the Executive Board.
- D. Allied and Auxiliary membership shall be forfeited for any of the following:
1. Proven charges of incompetent officiating;
 2. Connection with activities detrimental to the best interests of girls' and women's sports;
 3. Failure to obtain liability insurance in an amount established by the Executive Board;
 4. Failure to obey BBOWS rules and regulations while officiating under the aegis of BBOWS;
 5. Charging other than approved fees while officiating under the aegis of BBOWS;
 6. Failure to pay required dues;
 7. Failure to attend mandatory meetings, unless absence is excused by the officer presiding or a penalty may be assessed by the Executive Board.
- Section 3 Conditions for associate membership:
- A. Membership shall be granted to any person:
1. Who is current in payment of dues (annual dues shall be payable on the dates established by the Executive Board for each sport); and
 2. Who is not under suspension or expulsion from BBOWS.
- B. Associate membership shall be forfeited for:
1. Connection with activities detrimental to the best interests of girl's and women's sports;
 2. Failure to fulfill duties expected of members, such as attending and working assigned clinics;
 3. Failure to obey BBOWS rules and regulations, including those governing uniforms and conduct.
- Section 4 Forfeiture and reinstatement of membership shall be determined by the Standards and Ethics Committee.
- Section 5 Ratings used to determine categories of membership shall be those established by national or regional sports authorities. In the absence of such authorities, the Executive Board shall establish a rating system, if one is desired.

ARTICLE II - ROLE OF THE EXECUTIVE BOARD

- Section 1 Active management of the affairs of BBOWS shall be delegated to the Executive Board.
- Section 2 The Executive Board shall:
- A. Put into effect the rules and regulations passed by the membership, and shall take official action in emergency situations between meetings of membership.
 - B. Develop an annual budget, and present the budget for approval of the general membership.
 - C. Act upon recommendations of all committees.
 - D. Establish a schedule of membership for each sport and the date upon which they are payable.
 - E. Shall have the authority to assess penalties for unexcused absence from meeting.
 - F. Discuss and recommend fee proposals to the Executive Director.
- Section 3 The Executive Board shall act upon the vote of a simple majority of those members present at meetings duly called.
- Section 4 The Executive Board shall meet at least five (5) times per year.
- Section 5 The President and Executive Director are authorized to act for the Board should an emergency arise that cannot wait for action by the full Board; however, Board members must be notified of such action, and such action must be ratified by the Board at the earliest available opportunity.

ARTICLE III - DUTIES OF OFFICERS

- Section 1 The President shall:
- A. In the absence of the Executive Director, the President will call and preside at all meetings;
 - B. Be a member ex-officio of committees;
 - C. Be the official representative of BBOWS, unless otherwise stipulated in these By-laws.
 - D. Rule on matters of Board policy;
 - E. Countersign all sport Committee reports submitted to national organizations; and
 - F. Perform other duties as specified in the BBOWS Constitution and By-Laws; and
 - G. In the absence of the Executive Director, the President will provide initial agenda to Executive Board members for review at least 48 hours prior to any meeting.
- Section 2 The Vice President shall:
- A. Act in the absence of the President;
 - B. Act as Parliamentarian;
 - C. Receive and act upon requests to officials' ratings;
 - D. Assist Sport Committee Chair-Elects in organization of scrimmages; and
 - E. Perform other duties as specified in the BBOWS Constitution and By-Laws.
- Section 3 The Secretary shall:
- A. Be the recorder and custodian of the minutes of the Executive Board meetings and general membership meetings and distribute minutes to the board members in a timely manner;
 - B. Keep attendance records of all general meetings and inform the Sport Chair when a member's attendance record is deficient;
 - C. Coordinate with Sport Committees to maintain an accurate list of the membership of each committee;
 - D. Be responsible for e-mailing notices of meetings to Executive Board members for meetings of that Board, and to the general membership for general meetings;
 - E. Arrange for the Nominating Committee to receive and tabulate mail ballots; and
 - F. Perform other duties as specified in the BBOWS Constitution and By-Laws.
- Section 4 The Treasurer shall:
- A. Serve as chair of the Finance Committee;
 - B. Perform other duties as specified in the BBOWS Constitution and By-Laws.
- Section 5 The Executive Director shall conduct the daily operations of BBOWS, including
- A. Receipt and disbursement of all monies in accordance with the direction of the Executive Board;
 - B. Employment of staff necessary to operate the activities of BBOWS, including but not limited to office staff and the Director of Education;
 - C. Operational liaison with other organizations involved in girl's and women's sports;
 - D. Preparation of financial and legal statements of BBOWS activities;
 - E. Preparation of such reports as requested by the President or Executive Board;
 - F. Represent the board on issues of game fees, game management, and policies and procedures affecting services rendered;
 - G. Call and preside at all Executive Board meetings;
 - H. Distribute an agenda to the board members within 48 hours of the meeting
 - I. Maintain financial (dues) and membership records for:
 - 1. BBOWS
 - 2. NGB - National Governing Bodies
 - 3. MPSSAA - Maryland Public Secondary School Athletic Association;
 - 4. Provide timely information of dues payment to assigners.
 - J. Fulfill membership requirements to:
 - 1. NGB - National Governing Bodies
 - 2. MPSSAA - Maryland Public Secondary School Athletic Association
 - K. Facilitate the recruitment of new candidates for each sport
 - L. Facilitate the marketing of Officiating Services for BBOWS.
 - M. Provide guidance, direction and general support for:
 - 1. Sports Chairs
 - 2. Instructors
 - 3. Rules Interpreters
 - 4. Assigners
 - N. Conduct interviews for positions of assigner and sports advisor.
 - O. Other duties as specified in the BBOWS Constitution and By-Laws or by the Executive Board.
- Section 6 The position of the BBOWS Assigner shall:
- A. Be assigned by appointment of the BBOWS Executive Board. The term of the office shall be for one year to include one sport's season. Subsequent seasons of service shall be at the approval of the current Executive Board.
 - B. Operate as an Independent Contractor and will not be considered an employee of the BBOWS.
 - C. Conduct all activities related to the office of the assigner in a professional business-like manner, and in the performance of all duties support the philosophy, Constitution and By-Laws of BBOWS.
 - D. Provide regular Monday-Friday office hours when calls can be received from AD's and officials. It is expected that the assigner will be present in the office and therefore accessible during these hours.
 - E. Provide an answering service and/or voice mail service, and an email address in order that messages can be left during 'non-office' hours.
 - F. Provide communication to schools and officials concerning all scheduling information/notifications through

- the assigning program. Distribute assignments to schools/officials in a timely manner.
- G. Maintain records of all assignments for officials as well as for school billing purposes. The Executive Director shall have access to game assignments. At the end of the season, each official shall have access to a written report listing all games worked during the entire season. This will serve as their “unofficial record of games worked for tax purposes”.
 - H. Be paid directly by schools for all assignment fees/monies.
 - I. Collect the BBOWS assessment fee for each official assigned. The amount of this fee as well as the assignment fee (paid to the assigner) will be determined by the Executive Director through negotiations with the various league and school directors/supervisors.
 - J. Consider all expenses related to the operation of the office as her/his responsibility.
 - K. Be responsible for obtaining schedules from schools on “current service list”, as well as availability information from officials. Both shall be collected in a timely manner.
 - L. Assign officials to youth league, middle school, high school, and/or college contests when requested and will follow guidelines listed below:
 - 1. Only officials who have submitted the BBOWS registration form, have paid all current dues and penalties, and have fulfilled any specified pre-season requirements, such as meetings, clinics, playdays, etc., may be considered for assignment.
 - 2. Provide best officiating services possible to all schools regardless of location and/or level of performance.
 - 3. Consider growth and development of officiating personnel/staff throughout entire season.
 - 4. Recognize special needs and or critical areas of concern when requested to do so by either official or school.
 - 5. Shall promote the basic philosophy of BBOWS that each official is responsible for contributing to the successful operation of our board and therefore will be expected to accept any assignment (when available) regardless of location, level, partner, or teams involved.
 - 6. Shall have the opportunity to seek outside staffing when needs warrant doing so, and where possible shall make these contacts through established assigners.
 - 7. Make every effort to provide the most equitable opportunity for each official. The assigner will recognize that the desire to earn extra income may be a positive factor influencing many officials working in today’s sports; therefore distribution of assignments among all officials will be considered.
 - M. Attend games throughout the season to assess the needs of games as well as to assess the strengths of each official. This visible presence of the assigner will serve as a positive statement to the athletic community that BBOWS cares for our constituent’s sports program as well as for the services we render to them.
 - N. Direct questions, concerns and/or problems occurring in games to appropriate officer or chairperson so that these situations can be quickly resolved.
 - O. Maintain communication with BBOWS office in order that both offices are kept abreast of any special officiating concerns.
 - P. Direct “new school” requests for assignment of officials to the Executive Director who will review current service agreements, overall number and talents of officials registered with the sport committee (chair, chair-elect, instructor, and rules interpreter) as well as review the recommendation of the assigner. The final decision for agreeing to provide services to a new school will be made by the Executive Director.
 - Q. Refrain from soliciting schedules from schools not on our current service list.
 - R. Seek input from the current Sports Chair regarding assignments for post season play with review by the Executive Director.
 - S. Not refuse to provide officiating services to schools already on “current service list” without first reviewing problems/concerns with Executive Director who will participate in the final decision.
 - T. Sign agreement by the following date(s) and return to the Executive Director:

Fall Sports:	March 1
Winter Sports:	June 1
Spring Sports:	September 1

ARTICLE IV - DUTIES OF SPORT COMMITTEES

Section 1 It shall be the duty of Sport Committees to encourage people interested in officiating that sport to become members of BBOWS.

Section 2 The Chair of each Sport Committee shall:

- A. Plan the annual activities of the Committee to assure the training and certification required of member officials;
- B. Maintain a roster of active members;
- C. Represent the Committee on the Executive Board;
- D. Submit an annual report to the Executive Committee at the end of the sport season;
- E. Preside at Committee meetings;
- F. Recommend candidate/s for instructor. This individual will be approved/appointed by the Executive Board and will be responsible for the instruction program.
- G. Appoint an examiner to conduct the written or field tests necessary for ratings; and
- H. Arrange for field evaluations of officials in that sport.
- I. Recommend the number of rule books, manuals, and casebooks for the next season.
- J. Return to the Executive Director, MPSSAA registration forms filled out completely by the due date.
- K. Serve as a mediator between the assigner and the official.
- L. Assist with the record keeping by recording meeting attendance, test scores, and dues paid. Written notification by any official unable to attend meetings must be received and recorded by Sports Chair.
- M. Serve as a liaison between the Board and the officials.

- N. Enlist the rules interpreter to answer rules questions.
- O. Serve as a role model for appropriate conduct including:
 - 1. Working games
 - 2. Before and after game demeanor
 - 3. Dealing with the game personnel
 - 4. Appropriate demeanor on and off the court/field
Encourage appropriate lines of communication which include:
 - Discussing performances of fellow officials
 - Discussing performances of teams, players, coaches, and AD's
 - Discussing actions and decisions of assigners or Board leadership in a positive manner.
- P. Promote strong accountability for officiating by all individual BBOWS members.
- Q. Recommend Rules Interpreter to the Executive Board for approval
- R. Cast the official Sports Committee vote at Executive Board meetings.

- Section 3 The Chair Elect of each Sport Committee shall:
- A. Assist the Chair in performance of his or her duties
 - B. Schedule coverage of scrimmages in that sport
 - C. Record minutes of each sport meeting. Provide a copy to assigner within 48 hours who will send to officials email
 - D. Attend Executive Board meetings and vote in the absence of the Chair
 - E. Act in the absence of the Chair
 - F. Assume the duties of the Chair:
 - January 1 – Fall Sports
 - May 1 – Winter Sports
 - July 1 – Spring Sports

- Section 4 The Sports Advisor shall:
- A. Attend Executive Board meetings and vote in the absence of the Chair and Chair-Elect
 - B. Act in the absence of the Chair and Chair-Elect.
 - C. Mentor/work with the Chair and Chair-Elect.
 - D. Assist with the duties of the Sports Chair
 - E. Maintain consistency between the Executive Board and the Sports Committee

- Section 5 The Rules Interpreter shall:
- A. Have a sound understanding of the game, its fundamentals, skills and current trends
 - B. Maintain and have knowledge of the rules
 - C. Have strong communication skills
 - D. Encourage/motivate officials in rendering correct decisions by providing leadership and inspiration
 - E. Communicate with the State Interpreter as needed for rules clarification, and
 - F. Serve as guardian of the game.

ARTICLE V - DUTIES OF OTHER COMMITTEES

- Section 1 The Finance Committee shall:
- A. Review the books at the end of each quarter
 - B. Work with a Certified Public Accountant to maintain our non-profit status and file tax reports
 - C. Assist the Executive Director in preparation of the annual budget; and
 - D. Secure bonding for the Executive Board in an amount no less than anticipated BBOWS assets.
 - E. Secure adequate liability coverage for the Executive Board.
- Section 2 The Nominating Committee shall prepare a slate of one or more candidates for each elective office to be filled. The slate thus prepared shall be mailed to voting members prior to the date of the annual meeting.
- Section 3 The Constitution Committee shall prepare amendments to the constitution or by-laws of BBOWS as deemed necessary by the Executive Board.
- Section 4 The Disciplinary Review Committee shall meet upon the request of the President or Executive Director to:
- A. Review pending charges brought upon a member, officer, or Executive Director
 - B. Meet with said person in order to rectify the infraction
 - C. Request, in writing, a hearing in front of the Standards and Ethics Committee if any of the following occurs:
 - 1. Any member of the committee is unable to be fair and impartial throughout proceedings
 - 2. During said meeting with charged person, rectification of incidence cannot be agreed upon
 - 3. It is a repeat offence by said person
 - D. The Committee chair shall transmit, in writing, the outcome of the meeting to said person and President.
- Section 5 The Standards and Ethics Committee shall assure that the standards and ethics of BBOWS are upheld by all members.
- A. The Committee shall consist of the President, chairs of the Sport Committees, and two active members appointed by the President.
 - B. The Committee shall establish mandatory regulations for uniforms and equipment to be used by all officials working under the aegis of BBOWS.
 - C. The Committee shall act upon written request from the Disciplinary Review Committee, President or charged member.
 - 1. The Committee shall meet with the official in question to discuss the complaint.
 - 2. Should the Committee determine that the official in question was remiss in his or her duties; the

Committee may issue a private reprimand, a term of probation, suspension, or expulsion from BBOWS.

3. The Committee chair shall transmit, in writing, the Committee's decision to the official in question and to the complainant. A report shall be made at the next Executive Board meeting.
- D. The Committee's decision may only be appealed by the person in question, and such appeal shall be heard at a meeting of the Standard and Ethics Appeals Board which will include voting members of the Executive Board as well as Chair-Elects, Sports Advisors and BBOWS Rules Interpreters. The Standard and Ethics Appeals Board Meeting will be held at the conclusion of the next scheduled Executive Board Meeting.
1. A motion shall be made at such meeting to overturn the decision of the Committee.
 2. Passage of such motion shall require approval of a majority of those present and voting.

ARTICLE VI - MEETINGS

- Section 1 A quorum for any general meeting shall consist of twenty-five percent (25%) of active members in addition to any members of the Executive Board who may be present. A quorum for an Executive Board meeting shall be seven (7) voting members of said board.
- Section 2 Unless specified elsewhere, a simple majority of those present and voting is needed to pass any motion.
- Section 3 The President shall vote only in the case of a tie vote.
- Section 4 Unless specified elsewhere, meetings shall be governed by the most recent edition of Roberts Rules of Order.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

- Section 1 Regular election of officers shall be held during the annual meeting of the general membership.
- Section 2 Nominations may be made from the floor for any elective office to be filled.
- Section 3 Officers shall be elected by a simple majority vote according to these By-laws. Should no candidate receive a majority of votes cast for the office the two candidates with the largest number of votes shall be proposed to the membership and a vote taken immediately; the winner of a simple majority of those votes shall be declared elected. In the event that only one candidate stands for any office, that candidate shall be declared elected.
- Section 4 Should more than one candidate stand for an office; the vote shall be by written ballot
- Section 5 Officers shall assume their respective duties one month after the election results are announced at the conclusion of the annual general meeting.

ARTICLE VIII - BUDGET

- Section 1 The fiscal year of BBOWS shall be September 1 through August 31.
- Section 2 Officers and other authorized representatives of BBOWS shall receive remuneration for approved expenses according to policy established and communicated to the general membership by the Executive Board.
- Section 3 The Executive Director and BBOWS staff shall be compensated through salary, stipend, or hourly wage.
- Section 4 A draft budget for the coming fiscal year shall be developed by the Executive Director and Finance Committee, and shall be presented to the Executive Board.
1. The draft shall specify the dues payable by each class of member in each Sport Committee.
 2. The draft shall specify the nature and amount of compensation paid to the Executive Director and each employee of or contractor to BBOWS.
- Section 5 The Executive Committee shall approve or amend the draft budget, after which the approved draft shall be mailed to the general membership with the notice of the spring meeting prior to the commencement of the fiscal year.

ARTICLE IX - FEES

- Section 1 Only those fee levels approved by the Executive Board may be accepted by members officiating under the aegis of BBOWS.
- Section 2 The Executive Board shall discuss and recommend fee proposals to the Executive Director.
- Section 3 The Executive Director shall represent the Board on issues of game fees.
- Section 4 The Executive Director shall prepare a schedule of approved fees, which shall be distributed to all BBOWS members at the beginning of the year.

ARTICLE X - SUBORDINATION

In the event of a conflict between these By-laws and the Constitution, the Constitution shall prevail.

ARTICLE XI - AMENDMENTS

- Section 1 These By-Laws may be amended by a majority of those present and voting at the annual meeting of BBOWS or should the ballot be made by mail, of those submitting a prepared return ballot to the Executive Board by the voting deadline.

Baltimore Board of Officials for Women's Sports

Executive Committee 2016

Position	Name	Contact Phone	Email
Executive Director	Fran Trumbo	410.596.0245	mtrum4@aol.com
President	Leslie Heubeck	410.435.1650	heystack40@aol.com
Vice-President	Dennis Lessner	410.628.6481	denny.lessner@gmail.com
Secretary	Sandy Hale	443.801.6394	coachsandy1@verizon.net
Treasurer	Ann Greenbaum	410.446.2391	anngreenbaum@aol.com
Public Relations	Debbie Swiss	410.889.6589	dswiss2871@aol.com
BB High School Chair	Avareena Cropper	443.621.8229	avareena@hotmail.com
BB High School Chair Elect	Hilbert Byers	410.978.6262	fitnip@aol.com
FH High School Chair	Vonnetta Brooks	410.961.9627	vonnettab15@gmail.com
FH High School Chair Elect	UNASSIGNED		
FH College Chair	Mary Hain	410.488.3619	hainhockey@yahoo.com
LAX High School Chair	Tom Hanley	443.791.3882	tdlrh@comcast.net
LAX High School Chair Elect	Steven Kroll	410.917.7566	smcj1621@verizon.net
LAX College Chair	Larry Carr	443.867.9097	larrycarr01@gmail.com
SOC High School Chair	Ed Fasy	443.667.5700	clinicsoccer@aol.com
SOC High School Chair Elect	Bud Kretschmar	410.679.6511	budkretz@comcast.net
VB High School Chair	Kirk Jones	410.916.2664	kdjones106@juno.com
VB High School Chair Elect	Christy Rawlins	443.827.7765	rawlinsvb@gmail.com
VB College Chair	Kenny Spriggs	410.215.6072	kenneth.spriggs@ngc.com
VB College Chair Elect	UNASSIGNED		

Baltimore Board of Officials for Women's Sports			
Assigners			
Position	Name	Contact Phone	Email
BB High School	Janet Smith	410.596.1708	janetsmith4@outlook.com
BB High School	Kathy Campbell	410.683.1351	kathy82@comcast.net
FH College	Mary Hain	410.488.3619	hainhockey@yahoo.com
FH High School	Lea Kusner	410.323.1782	leakusner@gmail.com
FH IAAM Only	Janet Smith	410.596.1708	janetsmith4@outlook.com
LAX College	Fran Trumbo	410.596.0245	mtrum4@aol.com
LAX High School	Lea Kusner	410.323.1782	leakusner@gmail.com
LAX IAAM Only	Janet Smith	410.596.1708	janetsmith4@outlook.com
LAX MYLA/Youth	Lea Kusner	410.323.1782	leakusner@gmail.com
SOC High School	Jay Grabowski	410.452.5453	jaygrabowski1@aol.com
VB College	Bill Kearney	410.215.6072	kenneth.spriggs@ngc.com
VB High School	Helen Derwin	410.967.0697	jhderwin@comcast.net

**Baltimore Board Officials For Women's Sports
 Fee Structure - Baltimore County and City - 2015 to 2016 School Year
 Mike Sye, Baltimore County Coordinator of Athletics
 Tiffany Byrd, Baltimore City Coordinator of Interscholastic Athletics**

Official's Game Fees						
Sport	Varsity - 2 Officials	Varsity - 1 Official	JV - 2 Officials	JV - 1 Official	MS - 2 Officials	MS - 1 Official
BB	\$70.89	\$114.24	\$60.18	\$95.37	\$47.50	\$58.50
	3 person - \$62.00					
FH	\$70.89	\$107.10	\$60.18	\$90.22	\$47.50	\$58.50
LAX	\$70.89	\$107.10	\$60.18	\$90.22	\$47.50	\$58.50
	3 person - \$70.89					
SOC	\$70.89	\$107.10	\$60.18	\$90.55	\$47.50	\$58.50
VB	\$70.89	\$107.10	\$56.71	\$85.17	\$42.50	\$55.00
	3/5 Match					

1. All fees listed are for each official.
2. Fees may not be altered without the approval of the BBOWS office.
3. Fees are subject to change on a yearly basis.
4. Officials are to be paid for all contests, except for BBOWS sponsored play-days.

Assigner's Fees	
INITIAL ASSIGNMENT FEE - PER SPORT	
1 Level Program	\$40.00
2 Level Programs	\$60.00
3 Level Programs	\$80.00
Levels are described as Varsity, JV, Middle School, etc.	
ASSIGNMENT FEE PER OFFICIAL	
Varsity (2 Officials Assigned)	\$9.00 per each official
JV (2 Officials Assigned)	\$6.50 per each official
Middle School (1 Official Assigned)	\$6.50

**Baltimore Board Officials For Women's Sports
Fee Structure - IAAM - 2016 to 2017 School Year
Susan Thompson, IAAM Executive Director**

Official's Game Fees						
Sport	Varsity - 2 Officials	Varsity - 1 Official	JV - 2 Officials	JV - 1 Official	MS - 2 Officials	MS - 1 Official
BB	\$75.00	\$112.50	\$62.00	\$93.00	\$46.00	\$58.00
	3 person - \$67.00					
FH	\$75.00	\$112.50	\$62.00	\$90.00	\$46.00	\$58.00
LAX	\$75.00	\$112.50	\$62.00	\$90.00	\$46.00	\$58.00
	3 person - \$67.00					
VB	\$75.00	\$112.50	\$56.00	\$79.50	\$41.00	\$52.50
	3/5 Match		3/5 Match	2/3 Match	2/3 Match	2/3 Match

1. All fees listed are for each official.
2. Fees may not be altered without the approval of the BBOWS office.
3. Fees are subject to change on a yearly basis.
4. Officials are to be paid for all contests, except for BBOWS sponsored play-days.

Assigner's Fees	
INITIAL ASSIGNMENT FEE - PER SPORT	
1 Level Program	\$40.00
2 Level Programs	\$60.00
3 Level Programs	\$80.00
Levels are described as Varsity, JV, Middle School, etc.	
ASSIGNMENT FEE PER OFFICIAL	
Varsity (2 Officials Assigned)	\$9.00 per each official
JV (2 Officials Assigned)	\$6.50 per each official
Middle School (1 Official Assigned)	\$6.50

**Baltimore Board Officials For Women's Sports
 Fee Structure - MIAA - 2016 to 2017 School Year
 Lee Dove, MIAA Executive Director**

Official's Game Fees						
Sport	Varsity - 2 Officials	Varsity - 1 Official	JV - 2 Officials	JV - 1 Official	MS - 2 Officials	MS - 1 Official
VB	\$77.00	\$115.50	\$60.00	\$90.00	\$47.00	\$60.00
	3/5 Match	3/5 Match	2/3 Match	2/3 Match	2/3 Match	2/3 Match

1. All fees listed are for each official.
2. Fees may not be altered without the approval of the BBOWS office.
3. Fees are subject to change on a yearly basis.
4. Officials are to be paid for all contests, except for BBOWS sponsored play-days.

Assigner's Fees	
INITIAL ASSIGNMENT FEE - PER SPORT	
1 Level Program	\$40.00
2 Level Programs	\$60.00
3 Level Programs	\$90.00
Levels are described as Varsity, JV, Middle School, etc.	
ASSIGNMENT FEE PER OFFICIAL	
Varsity (2 Officials Assigned)	\$10.00 per each official
JV (2 Officials Assigned)	\$7.50 per each official
Middle School (1 Official Assigned)	\$7.50

Interscholastic Scheduled Days to Play			
Conference	2014-2015	2015-2016	2016-2017
Field Hockey			
County	WED/FRI	TUE/THR	WED/FRI
IAAM	TUE/THR	WED/FRI	TUE/THR
Volleyball			
City	WED/FRI	TUE/THR	WED/FRI
County	TUE/THR	WED/FRI	TUE/THR
IAAM	WED/FRI	TUE/THR	WED/FRI
MIAA	MON/WED/THR	MON/WED/THR	MON/WED/THR
MCAL	TUE/FRI	TUE/FRI	TUE/FRI
Soccer			
City	TUE/THR	WED/FRI	TUE/THR
County	WED/FRI	TUE/THR	WED/FRI
Basketball			
County	WED/FRI	WED/FRI	WED/FRI
IAAM	WED/FRI	WED/FRI	WED/FRI
MCAL	TUE/THR	TUE/THR	TUE/THR
Lacrosse			
City	WED/FRI	TUE/THR	WED/FRI
County	WED/FRI	TUE/THR	WED/FRI
IAAM	TUE/THR	WED/FRI	TUE/THR