

POLICY- REGIONAL POLICY BOARDS

Sec. 1) FORMATION OF POLICY BOARDS

- a) Each region (as defined by the boundaries of the basketball alignment) shall have an organization, which will hereinafter be referred to as a Regional Policy Board ("RPB") for the governance of policies related to grade 9-12 competition (freshmen, junior varsity and varsity).
- b) With the permission of the Commissioner, adjoining regions may form a joint Regional Policy Board.
- c) These RPB entities are formed in compliance with, and to ensure adherence to, the Federal Court Decree of 1971, as amended in 1987 and 2007.
- d) Questions and clarifications should be sought from the Supervisor of Officials. In these policies, varsity shall mean the highest level of school competition and those eligible to compete for KHSAA state championship play.

Sec. 2) COMPOSITION, DUES AND OFFICERS:

a) Composition

- (1) Each RPB shall consist of equal representation from each basketball district within the region unless the decision is made to have one member per school. It is recommended that there be one member per member school. By 2/3 majority vote of all schools in the region, the membership composition may be changed to include one representative from each school.
- (2) Voting representatives shall be certified employees of an accredited member school, or member school system, within his/her district.
- (3) Members shall be elected by the Principal or Designated Representative from each member school within the District, or if one member is to be selected per school, shall be so designated by the Principal or Designated Representative of the school.
- (4) Members shall serve for a term of four (4) years on a staggered basis with the first such terms selected by lot.
- (5) All employed Assigning Secretaries shall be able to attend meetings of the Regional Policy Boards with voice but without voting privileges.
- (6) The annual term for RPB Members shall run from July 1st to June 30th each year.

b) Dues and Fees

- (1) Each RPB shall set an amount of dues payable by each member school to help defray expenses for RPB operations. This amount is recommended to be a minimum of \$50.00 annually and is payable to the RPB Treasurer to help defray expenses.
- (2) These fees shall be paid by May 1st each year.
- (3) RPB Member's travel fees may be reimbursed at a rate determined by a majority vote of the RPB.

c) Officers

- (1) The RPB shall elect a Chairman and Vice-Chairman.
- (2) The officers shall hold the position for two (2) years per term and eligible to be re-elected.
- (3) Necessary elections shall take place during the month of May and all schools shall be notified no later than April 15th of the candidates seeking office.
- (4) Ballots must be returned to the RPB Chairman who shall coordinate the election process.
- (5) Votes shall be counted at the regularly scheduled May meeting.
- (6) The members may elect or appoint an individual to serve as Executive Director, Secretary, Treasurer or Secretary-Treasurer to help ensure the maintenance of records and accurate accounting of finances. These positions may be held by members or non-members at the discretion of the voting members, but shall have no vote in any matters if not currently serving as a voting member.

Sec. 3) MEETINGS

a) Meeting Frequency and Notice

- (1) Each RPB shall meet at least once during the month of September (or in August or October as the school calendar permits).
- (2) Each RPB shall meet at least once during the month of January (or in December or February as the school calendar

permits).

- (3) Each RPB shall meet at least once during the month of May (or in April or June as the school calendar permits)
- (4) The Chairman shall ensure that the KHSAA Commissioner is notified no later than the first day of the month in which any meeting is held as to the time and place of the meeting.
- (5) The Chairman may also call as many other meetings as deemed necessary to fulfill duties and the KHSAA shall be notified of the time and place.

b) General Provisions

- (1) All meetings are conducted in compliance with the Kentucky Open Meetings Act, including any interviews for the selection of new assigning secretaries. Business conducted and communication done electronically must be done in a manner that maintains the integrity of the Open Meetings Act.
- (2) A majority of the RPB Members must be present to conduct official business.
- (3) Minutes of the RPB Meetings, with a record of RPB Members and others in attendance, shall be forwarded to the KHSAA within thirty (30) days of the meeting.
- (4) Notification of scheduled RPB Meetings shall be sent to each Principal and Athletic Director of each KHSAA member school within the Regional Policy Board's respective region at the same time it is sent to KHSAA.
- (5) All meetings shall be conducted in accordance with Robert's Rules of Order, unless otherwise stipulated by the KHSAA.

Sec. 4) RESPONSIBILITIES

a) Local Officials Associations

- (1) The RPB shall consider for approval the establishment of regional officials' association for the purpose of ensuring for the assignment of independent contractors to serve as officials to officiate grade 9-12 competition (freshmen, junior varsity and varsity) in baseball, basketball, field hockey, football, soccer, softball (fastpitch), volleyball and wrestling.
- (2) Only one regional officials' association may be approved for each sport by the RPB.

b) Officiating Fees

- (1) The RPB shall review the travel needs of the officials within the region(s) and recommend any additional fee (regional "add-on") to be added to the state approved compensation scale for varsity officials to adequately compensate the officials. Such additional fee may not be based on perceived merit or ability of the officials, but on the geographic travel concerns.
- (2) The RPB shall ensure that when the state approved compensation scale is adjusted for a specific sport, that no downward adjustment is made to the regional "add-on" for that sport, unless made in conjunction with a comprehensive review in all sports.
- (3) The RPB shall assist the KHSAA with monitoring of payment to officials to ensure that no official is compensated for a varsity contest at a rate below the state approved compensation scale.
- (4) The RPB shall establish contest fees for nonvarsity contests in grades 9-12.
- (5) Except for the travel needs (add-on) as detailed above, the RPB shall reject any request for varsity travel or non-varsity fee compensation increase unless it is in conjunction with the one every four-year review by the KHSAA Board of Control for that specific sport.

c) Varsity Assigning Secretary Selection comprises the following steps:

- (1) Assigning Secretary selection shall annually be completed and executed by the KHSAA Commissioner or Supervisor of Officials after receiving a recommendation(s) from the RPB. The recommendation of the RPB shall not be considered binding on any party;
- (2) When an Assigning Secretary is being selected, the RPB shall publicly solicit applicants for the position through the use of a variety of communication avenues such as internal discussion and recommendations of the RPB, media advertisement (including the KHSAA website), communication with the local officials' association, or communication with the member schools. The position announcement shall also be published

- by the KHSAA if requested by the RPB;
- (3) It is recommended that local officials' organization's opinions be sought as to the person recommended for selection;
 - (4) It is recommended that the member schools of the region be consulted as to the person recommended for selection;
 - (5) The RPB, with assistance from the KHSAA, shall screen, including a background and criminal records check, all applicants desired to be recommended for hiring;
 - (6) The RPB shall interview prospective candidates and shall submit the names and background information for a minimum of two and maximum of three finalists to the Commissioner's office. Notification of the dates and times of the interviews shall be noticed to the KHSAA, and the KHSAA sport contact or Supervisor of Officials may attend and participate in the interviews;
 - (7) The Commissioner's office will then return to the RPB the names of the finalists not eligible for consideration for the position;
 - (8) The RPB shall make a decision as to a recommendation for the hiring of the assigning secretary and shall submit that recommended candidate's name to the KHSAA;
 - (9) The final hiring is subject to the sole discretion of the Commissioner and Supervisor of Officials;
 - (10) The KHSAA will then enter into a written agreement with the Assigning Secretary not to exceed one year;
 - (11) The RPB shall not hire any person for the position of assigning secretary whose name is not on the original list of candidates sent to the Commissioner's office;
 - (12) The KHSAA through its Commissioner or Supervisor of Officials may, of its own volition, terminate the contract of any assigner per these policies and the contract stipulations; and
 - (13) The RPB may request through the Commissioner or Supervisor of Officials, the termination of the contract of any assigner per these policies and the contract stipulations
- d) Non-Varsity Assigning Secretary and Other Assigning Assistance Selection comprises the following steps:
- (1) The RPB shall adopt a policy as to the assignment of non-varsity contests for grades 9-12.
 - (2) The RPB shall determine if the non-varsity contests in grades 9-12 are to be assigned by the Varsity Assigning Secretary, assigned by an additional individual, or acquired locally by the member schools provided that the officials are properly licensed;
 - (3) In the event that an additional individual is to be used for non-varsity assigning, the procedures outlined in Section (c) above shall prevail; and
 - (4) All individuals compensated in any manner to assist with the assignment, evaluation or training of contest officials shall be subject to approval by the RPB, including any relevant compensation.
- e) Varsity Assigning Secretary Compensation
- (1) The RPB shall establish annual payment fees for Kentucky High School Athletic Association member schools to have officials assigned by regional varsity assigning secretaries. Such factors as supplies, materials, administrative needs, travel, etc. should be considered in establishing this salary.
 - (2) The RPB chairperson shall work in conjunction with adjacent region's RPB chairperson(s) in the event that an assigning secretary is assigning contests outside of the home region of the assigning secretary. The fee for the assignment of contests outside the region shall not be the jurisdiction of the home region, but this collaboration will ensure that the games are assigned, and the assigning secretary is fairly compensated. In the event that an RPB has determined a "flat rate" for the assignment of games rather than a per-school rate, this would include the payment of fees for the assignment of contests for schools outside regional service areas.
 - (3) The RPB shall consider for approval, the amount of annual payment fees for licensed officials in local associations to be paid to the Assigning secretary for game assignment and evaluation duties.
 - (4) The RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of a non-varsity assigning secretary.
- (5) All compensation for all persons involved in assigning as designated by the RPB shall be distributed by the KHSAA. It is the strong recommendation of the Commissioner that the RPB designate a person to collect the fees from the schools and officials, and remit that amount to the KHSAA for distribution to the Assigning Secretary to ensure documentation and compliance with all applicable tax regulations.
- f) Non-Varsity Assigning Secretary Compensation
- (1) The RPB shall establish annual payment fees for Kentucky High School Athletic Association member schools to have officials assigned by regional non-varsity assigning secretaries for grades 9-12 to include such factors as supplies, materials, administrative needs, travel, etc. should be considered in establishing this salary.
 - (2) The RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of a non-varsity assigning secretary for grades 9-12.
 - (3) All compensation for all persons involved in assigning as designated by the RPB shall be distributed by the KHSAA. It is the strong recommendation of the Commissioner that the RPB designate a person to collect the fees from the schools and officials, and remit that amount to the KHSAA for distribution to the Assigning Secretary to ensure documentation and compliance with all applicable tax regulations.
- g) Deadlines and Policies for Member Schools
- (1) The RPB shall adopt policies that ensure the timely submission of game schedules to regional assigning secretaries.
 - (2) The RPB shall adopt penalties or standards that address noncompliance with schedule deadlines. The RPB shall ensure that each member school's schedule of games is forwarded to the respective assigning secretary by the deadlines listed in the Assigning Secretary policies. Member schools failing to meet these deadlines shall pay a fine which is payable to the Assigning Secretary due to the workload adjustments. Exceptions to these deadlines may not be granted unless approved by a majority of the RPB. Member schools failing to adhere to the provisions of this regulation may suffer disciplinary action, including probation, suspension or additional fines imposed by the Commissioner's Office or Board of Control.
 - (3) If any fee or other penalty is assessed for other compliance issues by the member schools (game changes, additions, deletions, differing number of officials, etc.), then such policies shall be considered for approval or declination of approval by the RPB.
 - (4) Assist member schools in developing policies for the assignment of officials for athletic contests in which there are no regional assigning secretaries.
- h) Deadlines and Policies for Local Officials Association
- (1) The RPB shall consider for approval (or declination), any portion of the membership fee paid by the local officials association to an individual.
 - (2) The RPB shall consider for approval (or declination), any person assisting with recruitment, training and development within a local officials association. If any such individual is compensated, the RPB shall ensure that all state and federal income tax and other regulatory laws are fully complied with in the event of the hiring of an individual for such purpose.
- i) Recruitment, Training, Development
- (1) The RPB shall recommend policies to the KHSAA which will facilitate the recruiting, training and retention of sports officials as well as foster the relationship among assigning secretaries, officials and high school athletics.
 - (2) The RPB shall assist the KHSAA in identifying other areas where recruitment, training and retention of sports officials can be improved.
- j) Evaluation and Retention of Assigning Secretaries
- (1) The RPB shall annually review the job performance of each assigning secretary under the Regional Policy Board's jurisdiction and recommend retention or posting of the position to the KHSAA. Assigning secretaries shall be presented this review. Criteria for this evaluation may be developed by each RPB and other requirements may be found

in the KHSAA listing of assigning secretary responsibilities. Copies of the evaluations shall be submitted to the KHSAA.

- (2) The RPB shall request approval from the KHSAA for the hiring or re-hiring of any assigning secretary in time for contract preparation and scheduling obligations.
- k) Miscellaneous Officiating Regulations
- (1) The RPB shall ensure that no fee is approved for softball umpires that creates a difference of greater than \$10 when compared to the fee paid to baseball umpires.
 - (2) The RPB shall ensure that any limitation on the length of softball contests also applies to baseball.
 - (3) When considering the fee for softball and baseball contests to be paid by member schools to umpires, the RPB may adopt a per-inning fee (i.e. all 7 inning games will be paid one rate, all 5 inning games one rate) provided the total 7-inning fee is not less than the state adopted fee schedule amount.
 - (4) The RPB shall ensure that all schools in the region are afforded the privilege of scratching selected officials as detailed in this manual. Such shall be done on an annual basis. The RPB shall determine the number of allowed scratches per school, subject to approval of the Commissioner. No RPB may deny scratch privileges to a school for any reason.
- l) Other Actions:
- (1) The KHSAA shall have a right to penalize a RPB for noncompliance of KHSAA regulations and requirements.
 - (2) Such penalties may include fines levied against the Regional Policy Board, the decertification of regional officials associations and limiting or eliminating the use of officials from the affected regions for a defined period of time.