

ABOA Season Checklist for New Officials

www.basketballofficials.com

www.zebra-ware.com

Pre-season

- **Check all equipment**
 1. Do your shirts/ pants fit?
 2. Condition of whistles and lanyards?
 3. New pair of shoes?
- **Your Physical Condition**
 1. Schedule your annual physical before season begins
 2. Begin jogging / running regiment
 3. Be in shape when you take the floor
- **Transportation**
 1. Give your car a physical
 2. GPS / Maps – know how to get to the schools you are scheduled to work
- **Setup your official's binder**
 1. Rule and case book
 2. Pre-game information
 3. Pay / mileage chart
 4. W-9 form

Regular Season

- **Get familiar with the website www.basketballofficials.com**
 1. Home
 2. ABOA Board
 3. Calendar
 4. General Information
 5. Pre-season Training
 6. Training / Education
 7. Constitution / Bylaws
 8. Meeting Minutes
 9. Zebra-ware
 10. Affiliates
 11. NFHS Forum

- **Schedule**
 1. Review / get with secretary for any problem(s)
 2. Middle School Games Contact Assistant Assignment Secretary
 3. High School Games Contact Assignment Secretary
(You can find their contact info at www.basketballofficials.com under ABOA Board)
- **Pack your bag (see Handout #1)**
- **Game Time**
 1. Contact your co-official no later than 3 days prior to game – Get confirmation
 2. Arrive at the game site 45 minutes prior to game for varsity game & 30 minutes or ASAP for all other games
 3. If you end up by yourself (see handout #2)
 4. Pre-game (sample pre-game board provided)
 5. Ensure pay card is turned in no later than half-time to (coach or ticker taker)
 6. Arrive on the court 15 minutes prior to start if possible
 7. Meet Captains at 12 minutes
 8. Check Book at 10 minutes
 9. Meet coaches at 2 minutes or less
 10. Referee the game
 11. Game Over
 12. Leave court and gym together
- **Post-Game**
 1. Discuss bizarre situations
 2. Game report / Financial records or use Zebra-ware
 3. Pay charts located under General Information on website
 4. Incident reporting go to the website under General Information
 5. Incident Reporting Procedure (Copy Assignment Secretary) The UIL requires that officials report all ejection of coaches; incidents of severe verbal and physical abuse by coaches, players, and spectators, at any typical event during a game, and any major disruptions that occur during a game. Report must be filed by each official involved in the incident within two working days of the game. The report can be filed with the UIL online. IF THERE IS ANY DOUBT ON WEATHER A REPORT SHOULD BE FILED CONTACT ONE OF THE SECRETARYS.
- **Tournaments**
 1. Coordinators are listed on ABOA website
 2. Only sign up for tournaments that correspond to your level of experience

- **During the Season**
 1. Schedules – Keep close dates current and accept games promptly
 2. Chapter Meeting – see ABOA website
 3. To turn back a game you must call Assigning Secretary
- **End of Season**
 1. Last Chapter Meeting – Elections & end of the season social
 2. Determine your Tax year and reconcile your financial records
 3. Dues and end of season game report must be turned in by deadline and include total points for the season

Good luck and have fun!!

HANDOUT #1

WHAT SHOULD YOU PACK IN YOUR GAME BAG?

1. Clothing:

- A. Two pairs of pants without belt loops
- B. Black shorts or tights (If your pants rip, it should not be obvious)
- C. Black socks
- D. Referee shirts (Pack grey & black/white striped just in case)
- E. Black undershirt (no writing on undershirt because it can be seen through your referee shirt)
- F. Good pair of black shoes
- G. Black UIL jacket

2. Equipment:

- A. Pack your equipment in a black travel bag or suitcase
- B. Minimum of two Fox 40 whistles
- C. Minimum of two lanyards
- D. Pre-game board and court diagram
- E. Rule and Case Books
- F. Bring schedule for that game in case there is a problem & your co-officials contact information

3. Miscellaneous:

- A. Shoe bag and shoe trees
- B. Shoe laces
- C. Shoe polish, brush and cloth
- D. Towel
- E. Soap and shampoo
- F. Mouthwash / toothbrush / toothpaste
- G. Comb / brush
- H. Hairspray
- I. Shower shoes
- J. Deodorant
- K. Razor blades / electric razor
- L. Plastic bag for wet clothing

HANDOUT #2

ONE PERSON OFFICIATING MECHANICS

Inevitably it will happen at some point that your partner will either be caught in traffic or just not show up at all and you will have to officiate a game or part of a game by yourself. Don't panic because Coaches can smell panic. Although this will not be a comfortable situation remember that there are some advantages to working alone:

- A. You will be the best official on the floor.
- B. Any evaluation will take into account you were the only official on the floor
- C. You will not be expected to be perfect, except for the calls you able to make
- D. Once you get into it, it's really pretty enjoyable because you get to interact with the players more.

When you find yourself in this situation here are some guidelines to follow:

- A. Have a pre-game meeting with both coaches together. Explain that your partner has not appeared and that you will be working alone.
- B. They may offer another coach to help you and that is Ok if you are comfortable with that. However if they offer a parent or other untrained official just politely decline. The risk of potential liability increases with an untrained partner.
- C. Explain to the coaches that you will need, appreciate and expect their cooperation in keeping themselves and the game under control.
- D. During your pre-game meeting with the captains explain that you appreciate and expect the cooperation of all the players at all times.
- E. Mechanically there are several ways to cover the court during the game.
 - 1. We believe that the best way to cover the court is to work from free throw line extended to free throw line extended opposite the table
 - 2. You will have to move onto the court if the ball is opposite you to rule on plays
 - 3. Out of bounds plays with a designated spot – Put the player in the spot for the throw-in then move a short distance away from them and then verbally tell them you are going to bounce them the ball.

THE MANAGEMENT OF TECHNICAL FOULS

The following guidelines have emerged from experienced officials regarding technical fouls:

1. Attend to the situation early
 - Coaches and players who lack discipline early have only gotten worse as the game heats up. You don't want to call a T with two minutes left for something that looks the same as something that happened in the first half of the game.
2. Say nothing to an irate coach; it can only hurt the situation. Above all NEVER threaten
3. Know how the T you are about to call will help the game. Hopefully it will have a little risk of turning into a disaster. i.e. Think before you blow. This means:
 - You cannot be angry or irritated. It cannot be a reflex call.
 - Timing is critical. Do not call a T until the perpetrator pauses for breath. Do call it when you can immediately leave the area (after you report a personal to the table rather than before)
 - Do not call more than one on any single situation. Call it, get out of there and make the perpetrator chase after you and then call the second on him/her.
 - Do not administer the foul shots if it puts you back into the coach's lap on whom you just called the T. Let your partner help
4. Stay away from the coach at the next intermission even if you have to wait at mid-court for what seems like an eternity
5. Stay together on issues. The "innocent" official must support his/her partner. Remember there is nothing you can say that will help
6. Your partner should be in the direction/front court of the team to shoot the foul shots when you turn from the scorer's table after reporting the T. This will allow you to head in the right direction and not take a few false steps in the wrong direction causing embarrassment. Pre-game this so as to avoid your emotional confusion at the time.
7. Pay particular attention to clear communication to the table if a personal foul call leads to a T. Confusion might mean that you have to return to the table (and vicinity of the coach) to straighten it out. This is also a good reason to avoid multiple T's. Often the scorer gets distracted.

As time goes on, you will find yourself holding off of the fire until the right time comes along. You win in this business by being one step ahead of the players & coaches.

HANDLING COACHES AND PLAYERS

By Rich Aimstedt

COACHES

1. Coaching is a profession. Coaches at all levels have chosen this vocation.
2. At all levels coaches are hired and fired based on their performance
3. Coaches are hired as educators. The game at the junior high & high school levels is an extension of the classroom.
4. Coaches have added pressure from administrations, parents, and family. It's a twelve month a year job.
5. At the junior high & high school levels they work with youngsters from 12-18 years of age. They have to succeed with the hand they're dealt.
6. Coaches want an advantage:
 - Preference lists
 - Scratch lists
 - Choosing officials
 - Racially mixed crews
 - Working officials
7. Coaches are highly motivated and competitive individuals
8. Coaches have egos

PLAYERS

1. We are dealing with young players at what for many is the most difficult time in their lives
 - Adolescence
 - Peer pressure
 - Family pressure
 - Role models
2. Players sometimes forget that the game is an extension of the classroom.
3. Just like coaches the players want an advantage. They will test you as officials and may try to work you as hard as coaches.
4. Players are highly competitive and can have more fragile egos than coaches. Address them as young men and women.

ADMINISTRATORS

1. Superintendents, Principals, Assistant Principals, Athletic Directors, and Assistant Athletic Directors
2. These professionals have the ultimate responsibility for everything that takes place on their campuses:
 - Coaches and players
 - Student body
 - Parents and other spectators
 - Security
 - Officials
3. They know their responsibilities
4. Always know who is ultimately responsible for the administration of your contest

TECHNICAL FOULS

1. No automatic technical fouls if possible – Try to warn a coach first.
2. Don't be angry or out of control
3. When a technical foul is warranted make the call and get away. Don't approach the player or coach looking for more.

CRITICAL ERROR OF OFFICIATING:

We put our most inexperienced officials with the most inexperienced coaches, players and fans. We are setting up new officials for failure.

RECEIVING EVALUATIONS

1. Focus on the comments:

You are doing yourself a serious disservice if you choose to focus on the evaluator and what you perceive to be his/her faults. Do not take comments personally. You are a person separate from the constructive criticism you are receiving. Keep your emotions out of it and deal with the content of the message. We should be talking about behavior on or off the court. Consider those comments, keep an open mind, and you might decide to change your technique. Even if the evaluator says that your personality is negatively affecting our performance, focus on the statements made.

2. Understand the comments:

Be sure that you and the evaluator are on the same page. Listen carefully to what is being said without any preconceived notions. Ask for clarifications and/or specifics and be clear about what exactly it is that the evaluator thinks you should work on. For example, if the comment is that you do not adequately cover the trail position on the court, ask where you should be positioned to achieve better coverage and if you are not sure what you are currently doing, ask where you now are standing as the trail official.

3. Evaluate the evaluation for yourself:

Do you agree that this particular aspect of your game should be changed? If so, how will you go about it? Is this the first time you have heard this comment about your officiating? Not all evaluators speak clearly to you, yet there still can be value in their comments – find it and see if you want to integrate it into your game. Decide how important the change is and act accordingly. For example, if the comment is that your 10 second back court count is too low & another comment is you are missing foul calls at the Lead position. You should make a game plan about exactly how you will incorporate the newly-learned ideas into your officiating performance. Work on 1 to 2 items per game & when you accomplish that then move on to the next goal.

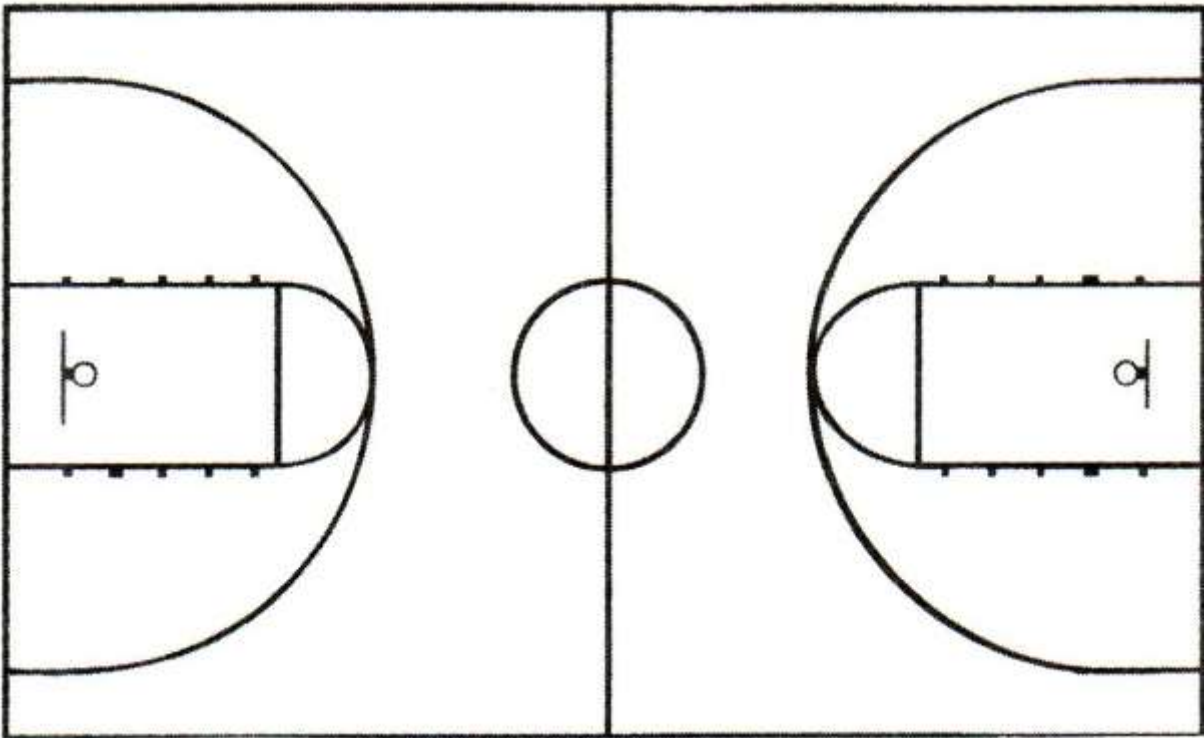
4. Say “Thank You”:

Even if you do not agree with your evaluator assume that they are acting in your best interest, remembering that financial remuneration does not motivate the evaluator. You might also ask the evaluator for suggestions about how you can implement the suggestions. The worst thing you can do is to defend your current practice. It makes the evaluator think that you have not heard the criticism and/or that you think what you are doing is fine.

5. Save the evaluation and file it:

We are all capable of forming and re-forming bad habits. Each year retrieve the evaluations, review them and make sure you do not repeat the mistakes of the past.

Pre-Game Conference Outline



Scorer Table

Pre-Game Checklist

1. Pre-game Duties/Table/Game Administrator
2. Jump Ball Arrow / 3-point play
3. Floor Coverage – Front & Back Court L-C-T
4. Out-of-Bounds Coverage and In-Bounds Play
5. Adjusted Coverage to Pressing Defenses
6. Last Second Shot Procedure
7. Foul Call Technique
8. Free Throw Administration
9. Basket Interference and Goal Tending
10. Backcourt Rule/Closely Guarded Rule/Other Counts
11. Substitutions – Player Fouls Out of Game
12. Time-Outs/Dunking/Expiration of Time
13. Double Whistles – Double Fouls and False Double Fouls
14. "T" Fouls/Boxes/Bench Decorum
15. End of Game – Leaving Floor – Post Game Conference