



Administration for Basketball Referees

1. Availability:

Good communication skills are necessary here. You must communicate with the person or organisation (**basketballscotland** or local league) which does the appointments for games. This must be done in the requested format (spreadsheet, word document etc), and preferably by email or written format. Telephone calls, text messages or voice messages are easily forgotten about or misplaced.

You should tell the organisation or person in charge of appointments:

- Dates and times when you are available
- Dates and times when you are unavailable
- Any factors which affect your availability such as
 - if you own or have access to a car
 - public transport restrictions
 - how many games you are willing to do
 - how many days you are willing to referee
 - any club ties or family connections with teams



Referee appointments and rostering is a very difficult and onerous task. As referees we can all help the appointments officer and basketball organisers by communicating our availability properly and in good time.

If we all do this, then the appointments could be issued earlier and we would all get notice of our own games earlier so to organise other aspects of work and life too. You might even find you get more or better appointments if you submit your full and proper availability early enough.

2. When Appointments Are Issued:

When you receive referee appointments, it is a good idea to check them thoroughly. Make sure you are appointed to games from your stated availability, and confirm to the organisers by email that you have received them and are confirmed for doing the game(s). In Scotland, we are now using the web based ASSIGN-R system.

If you are appointed to a game that is out with your submitted availability, please contact the appointments officer for the competition immediately and advise them of the error. If necessary, make reference to your email dated XX/XX/XX when you submitted your availability. They will remove you from the game(s) and get a replacement referee as a mistake has obviously occurred.

If there are gaps or blanks against games which do not have referees appointed but you are available to referee, get in contact with Tom Stobo, our appointments officer for season 2010-11 and see if you can help him out by officiating on that game.



Referees' Education & Development



3. If Availability Changes:

Sometimes people's availability will change. This can be due to injury, illness, work, family or other unforeseen circumstances. This can be weeks in advance but sometimes can be at very short notice, or even on the day of the game.

Referees should be considerate towards competition organisers, clubs and other referees when their availability changes. It is good practice and manners to:

- Communicate to the appointments officer or co-ordinator as soon as you know you are definitely unavailable. This may give them time to find you a replacement.
- Inform their co-official that they will no longer be refereeing the game with them due to which ever circumstance.
- Try and find a replacement official of a suitable grade and experience to cover the game for you.
- Inform the organisers and co-official of the change in official.
- In the event that no replacement official can be found then the matter should be referred to the appointments officer for the competition (either **basketballscotland** or local league)

Referees should not risk further injury or illness to themselves or participants in a game. However, if you regularly come off games at short notice then this will affect your refereeing reputation with organisers and fellow referees. It may also influence future appointments and officiating opportunities.

4. Before You Leave for the Game Administration:

Check and double check your officiating equipment. Whistle and lanyard (plus a spare), clean socks and shoes, plus spare laces, cleaned and ironed trousers, correct referee shirt and jacket, towel for shower, grooming gear, pre game conference discussion card etc. Make sure they are all in your referee kit bag.

Ensure you have the correct game documentation with you for **basketballscotland** competitions - travel expenses form, game report form, blank disciplinary form and a pen or pens. Also make sure you know your Referee registration/license number.

Most senior or experienced referees also carry a copy of the rule book, mechanics and interpretations in their referee kit bag – you just never know when you might have to refer to them or get a question before, during or after the game.

Make sure you know where the venue is and how you are getting there - best route, directions, any known road works or travel problems etc.

Also ensure you have your co-officials mobile phone number, an emergency contact number for the home team and the league/game organiser in case you encounter any problems on your way to the game.

Even better it is recommended that if you stay close and can travel share with your co-official, this allows you to travel together, discuss the game and officiating together and develop a friendship with your co-official. It also keeps the travel costs down for the clubs, and helps keep the referees green and environmentally friendly.



5. Pre Game Administration:

Be professional. Because you are receiving money for officiating, irrespective of how much, you are expected to be professional. Professionalism means

- Making a good first impression
- Taking pride in your performance
- Being willing to make sacrifices
- Working hard at your craft and striving to improve
- Knowing what your role is and where you are in the basketball community
- Enjoying coming to “work”

Be up to date with Association demands, registrations, fees, and current information details. Check your appointments, game times and venues. Plan to arrive with plenty of time to be able to relax and socialise with fellow officials. Watch part of the game before if there is one, maybe you can pick up some pointers. This may also help familiarise you with the venue if it is new to you.

On arrival at the venue, contact the home team's game organiser or match secretary, so they know you are there. Make contact with your fellow officials either while sitting in the stadium, or when you go to the changing rooms.



As early as possible for **basketballscotland** games, complete the officials travel expense form for both officials, sign it and hand it to the home team's game organiser or match secretary. This should be settled prior to the start of the game.

If it is a double header or multiple fixtures, split your travel expenses equally over the games so when National equalisation takes place one fixture or team is not penalised.

Change into your gear early to allow you and your co-official time to actually sit and talk about the game. While getting changed (if appropriate) or before you go on court you may wish to speak about interesting calls or situations that have occurred to you or that you have heard about. This starts you thinking about the game. Make this a lightening up period; tell some stories which will relax the tension before a game.



The formal pre game discussion should also take place prior to going on court. There are as many different pre game conferences as there are officials. There is no magic formula for a successful pre game conference; however the aim of the pre game conference is to mentally prepare you for the game and to avoid those situations which can often catch you by surprise. Generally it should be a discussion, not a lecture. You can download a suggested format from the Officials' Resources section of the **basketballscotland** website.

Spend time on your warm up; Stretching, jogging, running, changing direction etc.

20 minutes before tip off, meet and exchange pleasantries with the table officials. Identify who is doing which role. Get the Timer to put the remaining time to tip off on the scoreboard, and get it counting down. This will ensure the game starts on time. Make sure the scorer is aware of the need to get the team details and registration numbers recorded early, and the starting fives entered and signed off 10 minutes prior to tip off.





Meet with both Head Coaches about 11 minutes before tip off in front of the table. Shake hands, explain to them the code of conduct and how you will abide by it and you would expect them and their players to abide by it as well. Wish them luck and move on, then ask them to give the Scorer details of their “starting fives”. If they want to ask questions, listen and give short polite answers. Get back to the table and observe the warm ups with your partner.

Commence the game with a handshake with the table officials then your partner and go out and have fun.

6. Half Time Administration:

First of all re-hydrate. Make sure you take on some fluids – water, isotonic drink etc.

Secondly make sure that the possession arrow has been changed in accordance with the rules. If not; change it. If yes; great, it doesn't need to be changed again!

Half time is a chance to review the game and the refereeing performance. Talk extensively to your co-official and prepare yourselves for the second half.

The referee should also check and work with the table officials during half time to:

- ensure the scoresheet looks neat and correct, details are filled in correctly
- make sure it is being filled in according to the rules - (fouls, time outs, team fouls, player in box etc) are filled in correctly. Give corrective advice in a helpful and supportive manner if required.
- support or give advice to the scorer if procedures are not being followed for substitutions, timeouts, possession arrow, personal foul markers or team foul markers not being held up etc.
- give similar advice or support to the timer and 24” operator if required.

7. Post Game Administration:

During the fourth quarter or overtime, particularly in a close game, both referees must be conscious of the way that the game could finish and what type of atmosphere that may entail.

After the end of game buzzer, both referees should meet each other at half way line opposite the table immediately. They can shake each others hands and observe post game behaviour or note any disciplinary events. Shake hands with participants if they wish to do so – Avoid having to walk directly into players and coaches. Often the best form of dealing with confrontation is to avoid the opportunity for confrontation. Both officials should leave the floor together.

It is customary to thank the table officials and the commissioner, if present, for their efforts, as they are also part of the team. A handshake is the normal practice. If the game score is close at the end of the playing time, there might be occasions when it is more prudent to check and sign the score sheet in the privacy of the officials' dressing room.



If such action proves necessary, the officials should avoid any subsequent discussion with coaches, players and spectators. In all circumstances, the officials must be courteous and polite and respect **basketballscotland's** code of conduct.



Referees' Education & Development



Get off the floor quickly to avoid possible confrontation with spectators, particularly if there has been some controversy in the game. Otherwise leave the court in a professional controlled manner.

The referee must retain the original white copy of the score sheet for posting to administration (promptly). The scorer (table official) has the responsibility to distribute the yellow and pink copies to teams/coaches.

If there have been any new or inexperienced table officials on the game, fill in their game record cards. You can also give them supportive or constructive advice if they are receptive to it.

8. Post Game Discussion and Review:

Spend time on an extensive warm down. Icing, stretching, shower and massage. With your co-official, discuss incidences that occurred during the game;

- Did you have any problems or concerns?
- Did you handle awkward situations to the best of your ability?
- Did you carry out what you said you would do?
- Did you adjust appropriately to game changes?
- Were you and your co-official working as a team and consistent?

Honestly self evaluate your performance. Self evaluation means assessing your performance, identifying situations which could have been handled differently, identifying errors, recognising areas of improvement, establishing a way of improving.

If a referee assessor is present, be frank in the discussions. Listen to the assessor them to give you pointers to improvement, even if sometimes you may disagree. The only way to learn is to be honest about your performance and ask questions how you could do it better. Discuss areas that may have concerned you during the game. Ask if it was noticeable that you had improved in an element of your game that you had been working on from previous evaluations.

Refer to the rule book to clarify or reinforce a rule or mechanics situation that you were not sure about during the game. You will generally stumble on another rule or interpretation that you were also not clear about.

If available get hold of a video/dvd of the game and thoroughly self evaluate off the game footage. Critically analyse all elements of your game.

9. Game Report Form and Scoresheet Administration:

For **basketball**scotland National League and Cup games at all age levels, a Game Report Form must be completed and submitted with the white copy of the score sheet.

This is the responsibility of the Referee and it must be processed to arrive at **basketball**scotland no later than the Tuesday after the game has been completed.

Remember to include any breaches of Regulations in the Game Report Form. Complete all information as accurately as possible, including mileage/expense claims, table officials and referees registration numbers and details of any disqualifications if they occurred.



Referees' Education & Development



For local or University league scoresheets, find out from your league administrator who to return these to. Referees should not stock pile scoresheets, send them back quickly so league tables and any mileage expenses can be kept up to date!

10. Special Circumstances and Disciplinary Administration:

Any breaches of regulations for **basketballscotland** National League or Cup games must be reported on the Game Report Forms. Include an additional report or information on email if necessary. For local league or University games an email or letter to the local league or University organisers is normally sufficient.

Any disqualifications or disciplinary incidents for National League or Cup games must be recorded on the Game Report Form. Each referee must submit a separate disciplinary report, which should be signed and dated accordingly.

Disciplinary reports should be:

- A detailed but objective description of what happened immediately before, during and immediately after the incident from where the referee was and what they saw.
- Include explicit descriptions of any actions (kicks, elbows, pushes, punches etc) or any language used (swearing, threats, abuse). Record this word for word.
- Details of all involved in the incident(s) including player names/numbers, coaches, from which teams and what actions or language was attributable to them.
- The period and time of the game that the incident took place.
- How you dealt with the incident and why you took the action you did.
- Do not include subjective comments or any recommendations on bans or punishments. This is for the appropriate disciplinary committee to review and decide.

This must be submitted to the appropriate association or organisation within 48 hrs of the game finishing, in order that disciplinary process and timescale can be adhered to.

11. Any Aspect of Referee's Administration:

Remember, if you are unsure of any aspect don't be frightened to ask the league organiser, administrator, Senior Referees or any member of the Officials Commission who will be more than happy to help and pass on support and advice.

Acknowledgement: FIBA Two Person Mechanics, Basketball Australia referee resources, Chris Dodds

If you wish to upgrade your current refereeing qualification through the **basketballscotland** referee pathway, referee in the National Leagues and Cups or train to have the possibility to become a FIBA International Basketball Referee, please contact:

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