

# SPORTS OFFICIAL PROCEDURES/TIPS

Be dressed and ready to officiate at the site 15 minutes before the start of your **FIRST** game.

## **Inspect the court/field.**

1. Is there water anywhere that a player may slip on?
2. Does the floor need to be swept?
3. Are all of the tables/chairs pushed back far away from the court?
4. Are there any holes that need to be filled in?
5. Are there any objects on the field that need to be moved?

## **Meet with Coaches (both officials).**

1. Ask both coaches:
  - a. *"Are your players legally and properly equipped and will they remain so for the duration of the competition?"*  
**\*\* By asking you do not need to check each player or piece of equipment individually. If you notice any illegal equipment during the game it must be addressed immediately.**
  - b. *"Do you ensure that your teams exhibit respect and good sportsmanship?"*
  - c. *"Have all of your Assistant Coaches signed and returned a Code of Conduct?"*  
**\*\*If they say no, tell them there are extra copies in their Coach Manual and they should sign them BEFORE the game starts.**
2. Go over "Court/Field Rules"
  - a. What lines do they use for over and back?
  - b. What lines do they use for the 3-point arc?
  - c. What do they use as "Out of Play"?

## General Expectations of Officials

1. Proper Attire and Neat Appearance
  - Uniform Shirt & Whistle/Indicator
2. Acting Professional and Alert
  - Pay close attention
  - Know where the ball is at all times
  - Act like you want to be there
3. Get to the site early
  - Get to the site 15 minutes before the start of your first game dressed and ready to work
4. Make calls loud and assertive
  - Both coaches should be able to hear you at all times when making a call
5. Hustle into position on each play
  - Appropriate positioning will help you make the right calls
6. Good, Consistent Mechanics
  - Run to the play
  - Think about the call
  - Make an assertive call with sharp, visible signals

## The Effective Official:

- Decisions must be made positively and promptly. An official **has to run** to keep up with the game play and make all calls. They stop where they see a violation. Know exactly where the ball is at all times. All calls should be made loudly and clearly so that players of both teams can hear them. A strong voice is an asset.
- Good officiating is dependent (to a large extent) upon a complete knowledge and understanding of the

rules and proper positioning.

- An official must ignore remarks from the crowd and spectators. Do not let stray comments affect your judgment.
- The efficient official will not make a spectacle of his/her position.
- Officials must be courteous to players and coaches, but avoid visiting with them immediately before during, or after the game. Any discussion should be brief.
- The judgment necessary in making a decision is acquired through experience. Rule on the play exactly as it was seen. You will make mistakes. NEVER attempt to "even things up". Learn from your mistakes to become a better official next time.
- Officials working together must have a mutual respect. Support each other; don't be afraid to ask opinions of each other. That being said; **DO NOT** openly disagree with your partner on calls. If a call is in question, officials should meet briefly to discuss the call.

### **Game Rules & Official Calls:**

- You will want to adjust your approach to be appropriate for each particular game. Note what level you will be officiating and plan accordingly. Refresh yourself of the particular rules for each level prior to the game. You will officiate games where players are experienced and knowledgeable of the game, in these games your sole responsibility will be officiating and calling possession. In games with inexperienced players you will be "coaching" as well. After blowing your whistle you will need to explain what the player did wrong. This is a learning league; players will be looking to you for cues. **Remember your main job as an official is to minimize the possibility of injury and maximize the enjoyment of all participants.**

### **Dealing with Problems:**

- As an official you may come across situations where a behavior (or behaviors) is deemed inappropriate for the County Program. As the official you must address these issues with the County Coaches.
  - The County Official (or officials) should meet with both the Home and Away Head Coaches when addressing issues
  - The County Official only deals directly with the Head Coaches. Issues with Assistant Coaches, Score Keepers, Players, Parents or Spectators should be addressed with the Head Coach.
  - The issue(s) should be spelled out clearly for the coaches and an opportunity to make changes and continue the game should be given. If the issue is then resolved the game can continue as planned. Should the issue not be resolved two choices should be given to the coach; change the behavior or end the game.
  - Officials may sit any player that shows poor sportsmanship, uses inappropriate language or fouls excessively.
  - Officials always have the choice to end a game because of inappropriate behavior. Any time a game is ended because of behavior an Unsportsmanlike Conduct Report Form should be completed and returned to the Youth Bureau Office

	DO's	DONT's
1	Keep poise through trying situations.	Carry on idle conversations with coaches, players, parents or referees when the game does not require it.
2	Hustle during each game (angle, distance and timing are important).	Assume that you can make accurate calls standing in one position.
3	Have the desire to make the right calls (hustle and be open to learning from mistakes).	Get angry at coaches or players for being upset with the outcome of a play.
4	Stay in control of the game, even when emotions run high during the game.	Allow a bad call to persuade future calls.
5	If you are uncertain about a call, ask your other referee for assistance.	If a coach is asking you a question or discussing a call made, ignore him until he goes away.
6	Stay active and alert at all time during a game.	Go into each game thinking you know all of the rules because you have played before.
7	Make calls loud, assertive and with the proper signals.	Mumble calls so only the player next to you can hear you.
8	Explain the calls you make to the players learning the sport, they are looking to you as a teacher as well.	Justify why you made a call to ANYONE. You can explain as a teaching tool but you do not need to justify your calls to ANYONE!