

Ontario Association of Basketball Officials

Provincial Evaluator & Referee-In-Chief

Manual

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Evaluator's Handbook - Guidelines for the Referee-in-Chief

Purposes of evaluations

- To improve officials future performances.
- To provide information to officials, local boards and OABO.
- To provide consistency across local boards and the province.
- To allow officials from across the province to work together effortlessly.
- To assist local boards in the rating of their officials.
- To rank officials for tournament assignments.
- To standardize provincial mechanics.
- To encourage and motivate officials to become better.
- To identify officials with potential
- To screen officials - "You can't do it anymore", "You aren't ready for this level of competition"
- To assist officials in achieving their goals.
- To summarize the official's performance throughout the tournament

Goals of officials being evaluated

- To improve.
- To advance in a tournament
- To be forced to think about things they haven't
- To get assistance formulating some short term goals
- To tap into the evaluator's expertise and knowledge
- To receive constructive criticism
- To get specific feedback on how to improve all areas of performance
- To get information that will help the local board become more aware provincially
- To find out what is being done well and what areas the official needs to work on
- To find out how to get to the next level of officiating
- To use the evaluation as a tool to move to the next level
- To find out where they rank compared to others both locally and provincially
- To get feedback on the quality of calls and no-calls
- To be evaluated by an evaluator with credibility
- To possibly finding a mentor To network with other officials

Useful techniques for evaluators

- Divide your page into two columns, one official on each side and write comments Chart fouls- number called by each official, in what position. Watch official in the lead position and then from the trail.
- Video taping Visual aids - game boards, diagrams, on the court walk through immediate feedback.
- Use of a tape recorder Shadow the officials while they work Use of a game board and court diagrams.
- A well organized pre-tournament meeting
- Early contact with officials before tournament.
- Vary observation point; mid court, scorer's table, end line.
- Keep officials away from you when you are evaluating
- When assigning give all officials chance to be "R"
- Use of humour to put officials at ease
- Take a positive and non-threatening approach to the officials Give specific feedback, with examples if possible - not just "good game"
Giving the official no more than three things to work on for next game
- Focus on important issues, don't be too picky
- Find an opportunity for one to one conversation with each official
- Use specific references to incident / time in post game discussions
Be willing to share pertinent personal experiences
- Asking the official for input on a situation - "What did you see?"
- Provide good written evaluations that reflect comments made by you during the tournament and provide suggestions for improvement
- Differentiate between minor concerns and important ones
- Be prepared to comment on judgment calls
- Don't shy away from commenting on appearance when necessary, but always approach this with tact and sensitivity
- Take your rule and case books to the tournament
- Ask questions - What did you see? What would you do differently?
- Develop an evaluation form that suits your methods and style
- Talk to officials as a team first and then individually
- Bounce from watching one official to the other
- When giving feedback give positive first, then move to things to work on
- Focus on the teachable aspects of a call/no call

Techniques to be avoided

- Telling official to use unauthorized signals
- Allowing yourself to be distracted, not focusing on the officials on the floor
- Sitting with other officials during the game
- No feedback, or non specific feedback i.e. "good game"
- Written evaluations with similar wording, particularly with officials from the same board

- A lack of communication/sensitivity to officials not moving on
- Talking to officials/coaches about another official's weakness
- Being overly friendly with officials
- Lack of knowledge of the rules and/or mechanics
- Bluffing" knowledge of a rule or mechanic when you're not sure
- Being overbearing or arrogant in your approach to officials
- Not spelling out your expectations
- Too many negative comments vs. positive comments
- Group criticism
- Feedback at half-time
- Bragging about your accomplishments

Characteristics of a good evaluator

- Excellent rules and mechanics knowledge
- The ability to teach through observation
- Approachable
- A good grasp of the game and game management
- Fair and honest
- Excellent communication skills - both verbal and written
- Respectful
- Mental and physical stamina
- A sense of humour
- Credibility as an official
- Compassionate and sensitive to others' feelings
- Straightforward
- Consistent
- Genuine
- Sincere
- The ability to motivate
- A professional attitude and demeanor
- A good observer
- Game insight
- Punctual
- A broad vision of the entire task - perspective and balance
- Enthusiastic
- Courageous
- A good listener
- Perceptive - an ability to read people
- Self-confident
- Authoritative but not authoritarian
- A love of the game
- The ability to accurately rate an official's performance in comparison to others

What does OABO expect from its evaluators?

- The identification of potential provincial, national or international officials.
- Evaluations received in a timely fashion
- Recommendations for future assignments for officials
- Recommendations that, where appropriate, officials attend OABO camps
- A sound knowledge of the R/C guidelines
- An ability to communicate with others in a positive manner
- Excellent verbal and writing skills
- A “people person”
- Someone with a passion for the game and a true desire to assist in the development of officials

What do tournament organizers expect.

- An assignor, not an evaluator.
- An individual who will work with them, who sees the “big picture”
- An individual who is willing to accept input on an official’s performance
- An individual who can answer questions on rules, protests
- An individual who has the right people working the right games
- A sounding board.

Conclusion

I hope this handbook will be of value. If you have any questions on any of the material please feel free to contact me. If you have any suggestions for improvement please pass them along and they will be incorporated in the next version.

Thanks,
Bruce Covert

Referee in Chief

Things To Do

1. I will contact you with all the tournament information available at the time including:
 - The host board president's contact info the contact info for the assistant evaluator/s from the host board.
 - The tournament convenor's contact info
 - The names, e-mail addresses and telephone numbers of the participating officials
 - A copy of the budget for the tournament.
2. Contact the tournament convenor (that person should already know who you are through early discussion with the me) to review details of the tournament as you understand them and to leave your phone number should there be any last minute changes or questions.
3. Many local boards are now providing some type of hospitality/social for the officials working the tournament. Contact the local board president and see if the board intends to do so and if so what/when.
4. Contact the tournament officials, either by e-mail (if the information you have for them has been determined with sufficient lead time), or by phone, if time is short and provide them with the following information:
 - Your name, phone number, and e-mail address
 - Confirmation of tournament dates
 - Review of tournament details, especially regarding payment of expenses, where and when pre-tournament meeting will be held.
 - The tournament dress code: All people i.e. R/C, assistants, and officials are required to be dressed in business attire (male: shirt, tie, dress pants, female: business attire)
 - The official game uniform will be Grey shirts (no crests), black slacks, black socks, black shoes, and black Fox 40 whistle. It is recommended that the officials wear the black CABO jacket. If one official does not have a jacket both are not to wear one.
5. Contact your assistants. Arrange to meet with them before the Coaches' meeting and take them with you. Meet with your assistants prior to every meeting with the officials. Allow the assistants to make comments at these meetings.

Assistants should be made to feel that they are part of the evaluation team, that their participation and input is valuable, as it is. Assistants may write evaluations if they are the only one who observed the official. This should be avoided, if possible.

6. Familiarize yourself with the content of the National Federation Rule Book, Case Book, and Officials' Manual. Remember, your evaluation of the officials must be consistent with information in these publications.
7. Prepare any worksheets you will need for the tournament.
8. Arrive at the tournament in time to meet the convenor and insure that all details agreed to are in place. You and your assistants should attend the coaches' meeting to introduce yourself, answer questions, etc.
9. Hold the pre-tournament meeting with officials. The following should be attended to:
 - Have the officials and your assistant's self-address one of the enclosed envelopes. Send these along with one that you, yourself have addressed to the Secretary Treasurer. These will be used for mailing the officials, their game fees and expense cheques.
 - Review the tournament details, such as game times, locations, accommodations, payment of expenses and per diems, etc. Answer any questions.
 - Review with the officials the criteria upon which you will be evaluating them. You may wish to include your personal points of emphasis (advantage/disadvantage, hustle, etc.)
 - Explain the coaches' input in the assigning process as outlined in the OFSAA/OABO agreement.
 - Assign the games. You should designate "R" and "U". If officials will be working more than one game on any day, make sure that there is a sufficient rest period between games. Determine a time and location for officials to meet at the end of the day to receive their next assignment and discuss concerns.
 - Remind the officials to complete the R/C evaluation form on line: www.oabo.org within two weeks of receiving their written evaluations. Assure them that these will come directly to me and only I will know their identity unless they write something in the evaluation that would identify them to the R/C.
 - Evaluate the officials in each and every game. It is recommended that, unless there is a major problem, you review the performance, in a private location, at the end of the game, rather than at half time. Suggestions for improvement should be given in a positive, constructive manner. Make yourself available to discuss issues or concerns, at appropriate times, with individual officials throughout the tournament. If more than one site is used, and you are being assisted, try to reach a consensus on the assignments for the next round. If you cannot reach consensus it is your responsibility to make the final determination. When you reach the quarter finals the officials are to be cut to eight.
 - These eight should advance to the last day unless after the quarters you feel further cuts are necessary. When the tournament is reduced to one site you will assume the sole responsibility for the evaluation of the officials' performance.

10. Immediately after the tournament submit the Tournament Expense Forms to me. After I have checked them I will forward to the Secretary Treasurer so that he may pay the officials. You will be paid once copies of the evaluations have been received by me.
11. Within two weeks of the tournament complete the evaluation form on the OABO web site and forward to each official a copy of his/her evaluation by e-mail. Please copy the assistant evaluators, the Membership Support Officer and myself on the e-mail. If you cannot meet this deadline you must inform me immediately. Failure to do so may result in the forfeit of your honourarium for the tournament. When completing the evaluation reports, bear in mind the following points:
 - The evaluation should not contain any surprises. There should not be specific comments on the report which were not covered in any post game verbal evaluations.
 - Comments should begin with strengths and move to areas requiring improvements. The comments should be positive and guide the official to making improvements.
 - The language must be clear, with forceful and active statements. Clearly state any problems and make recommendations how they may be addressed.
 - Please do not assign the official a specific tournament ranking on his/her evaluation form. However, in the summary a recommendation should be made regarding future appointments of the official to camps, provincial, national appointments.
 - Keep copies of the evaluations for your records.
12. Complete a Tournament Report Form and return to me. In the tournament report comment on the general pool of officials and their suitability for assignments to the tournament. As well, cover any difficulties that arose which made the job of the officials more difficult. If there are difficulties with certain official(s) please send a report to me separately, do not include this in the tournament report.

Make any recommendations that you feel may help this tournament in the future. I would also like a breakdown of who worked what games on the last day.

Hope this helps. If you have any questions let me know.

Bruce

OFSSA Coaches' Meeting Template

The following are suggestions for topics to be discussed at the coaches meeting. Ask the convenor to put you on the agenda as close to the start as he/she can so you can leave when you have finished speaking, answering questions, etc.

Introduction

- Yourself and assistants
- Congratulate the teams on being there, i.e. "I know your teams have worked hard to get here and so have the officials. They qualified just as you did by working hard and being excellent".

Officials

- We have sixteen officials working the tournament. Eight from Host Region, eight from other areas of the province.
- After the first two rounds of games are played we will select the top eight to work the quarter finals and the other eight to work the Consolation Games. (depends on tournament format)
- The eight working the quarters may all work on the last day, or we may make further cuts if we feel it is necessary.

Game Situations

- Bench decorum. Coach may stand. Assistants must remain seated. Coach gets a technical he/she loses right to stand.
- Player behaviour - no taunting
- Time outs - when you call please let official know immediately what you want.
- Please make sure your players have all jewellery off before they begin the warm up.
- Officials will be meeting with the captains at twelve minutes, the coaches at two minutes.

Special Situations

Ask about:

- Medic alert bracelets – must be covered
- Braces – exposed steel covered
- Religious headwear
- Illegal numbers (duplicate numbers)
- Suggest that there will be No administrative T's (bookkeeping, wrong number on score sheet etc)
- Officials will not go to table to sign book after the game.

Miscellaneous

- Feedback is welcome at **appropriate times**. There is no right to veto, but your input will be considered.
- Please no gesturing to the evaluator in the stands during the game
- If you are upset after your game take some time before you seek us out
- Not every call will go your way. Give the officials the chance to officiate. If you ask reasonable questions I expect that they will “lend you an ear”. If you are being unreasonable I expect them to handle that as well.

Thank the organizing committee

Good luck

Officials' Manual

I suggest you put together a manual to distribute at your first meeting. It will help set a professional tone. Suggested topics are as follows:

Roster

Names of the officials and the board that they are from.

R/C & Assistants

Names

Maps to Schools

Get from convenor, sometimes available on the tournament web site.

Accessibility to Trainers

From convenor

Bookkeeping

Self address an envelope. It is for payment of game fees, expenses, etc.

If you need to contact me my hotel room is:

My cell phone number is:

Change Rooms

Location

Facilities

Security

Coaches Input

Coaches will have the opportunity to provide input on officials throughout the tournament. They do not have the right to veto an official from any assignment.

Meetings

We will meet at the end of each round of games to review the games and make the next assignments. All meetings will be in???

Next meeting???

Report from Coaches' Meeting

Any issues that arose

Procedures

I suggest you use the following for game procedures:

You are expected to be in the gym one hour before game time.

Pre-Game

- On floor 15 minutes before start of game
- Take positions across from scorer's table, approximately 28 feet from end line: R at visiting team's end, U at home team's end
- If players are wearing jewellery deal with it immediately
- Meet captains at 12 minutes
- Referee to table immediately thereafter. Make sure scorer has both teams check line ups and initial the scorebook before you start the game.
- Meet coaches at 2 minutes
- Take positions in front of table, R on visiting team's side, U at home team's
- Jackets off after line ups, anthem, etc
- Move to start game positions

Half time

- Officials meet at centre, insure crew is aware of team possession to start 2nd half.
- Do not talk to coaches at this time. If they approach simply tell them you have things to attend to and that you will discuss their concerns before the start of the 2nd half.
- After teams have left the vicinity of scorer's table both officials move to the table
- R has timer start clock, checks with scorer, has arrow set. Both officials leave gym together
- Officials should be back on the floor with no less than 4 minutes left in the half time intermission
- Crew takes pre-game positions opposite scorer's table
- Officials move to table at 1 minute. R should check on players in foul trouble, inform umpire
- If a coach has requested an opportunity to talk at half-time R should go to table at 2:30 minutes. R should inform the umpire of coach's concerns
- When both teams have come to their benches officials move to second half start positions

End of Game

- Make sure you leave the gym together.
- Do not leave until you are absolutely sure that there are no issues with the score/time etc. If the convenor wants the book signed have it brought to the change room.

Professionalism

- Leave the evaluators to evaluate. Please do not bother them during games
- Conduct off the floor: in the gym, at the hotel, in bars or restaurants
- Do not discuss games, coaches or players in public

Key Criteria (provide some examples under each category)

- Game management/awareness
- Rules knowledge
- Teamwork/communication
- Judgment/advantage-disadvantage
- Mechanics

Evaluations

- We will speak to each crew at the end of their game.
- We will not speak to you at half time, unless “the roof has caved in”.
- The focus will be on points that will assist your continued development as an official. Less focus will be placed on what you’re doing well.
- The eight highest rated officials will advance on the championship side. The other eight officials will be assigned to the Consolation Games. (depends on tournament format)
- Evaluation will be based on the games you have in the tournament, not what you may have done in the past. If two officials are equal we will look at other factors such as gender, geography, etc.
- After you receive your evaluation please complete the R/C evaluation form on line: www.oabo.org.
- We will not include tournament rankings on evaluations

Assignments

- Read out assignments
- Wish everyone good luck

Initial contact with the Tournament Convenor

The following are suggestions for your initial contact with the tournament convenor. Contact may be through e-mail, or phone call.

Introduce yourself:

Something like: "I will be the R/C for the tournament. Thanks very much for taking on this huge responsibility. I am looking forward to working with you. I have been on the Tournament Web site which is very impressive and have been able to copy off information on sites and maps. I have a few questions which I hope you can provide some answers to."

1. What hotel will the officials be staying at? Are the teams staying at the same hotel? If so can the official's rooms be blocked away from the teams?
2. I will be meeting with the officials at the end of each day to review the games and make the next days' assignment. I will require a meeting room for approximately twenty, either at the hotel, or the school.
3. I plan to have my pre tournament meeting with the officials at? Am on the first day of the tournament (may be the night before, depending on the tournament format). The meeting should last no more than an hour. Can you be available at some point to bring greetings to the officials?
4. Can you tell me what type of change rooms and showers will be available at each site? Are there further amenities such as towels, drinks etc. Make sure you inform the convenor that any of these "extras" are just that, extras, not expectations. Will there be accessibility to trainers for the officials if required?
5. Would you have twenty tournament programs available to provide to the officials and evaluators?
6. Will the officials need tournament passes to get in to the game sites?
7. What time is the pre tournament Coaches' meeting. Could I please request that you put me on the agenda as early as possible? I would also like my assistants to attend and be introduced. I would like to be early on your agenda as I plan to meet with my evaluation team after I am done at the coaches' meeting to prepare for our meeting with the officials.
8. I will be arriving around X Pm on if you need to meet for any reason prior to the Coaches' meeting.

Once I hear back from you I will be sending out an e-mail to all the officials with the tournament details. I will also forward you a list of the officials and a rooming list.

Here is all my contact information:

- Home Ph. #
- Work Ph #
- Cell Phone #
- E-mail

I look forward to working with you.

Thanks