

MBOA

OFFICIALS' PROCEDURES

I. When an Official accepts a game assignment, (s)he

- A. **CANNOT** observe birthdays, anniversaries, or any other personally important dates which conflict with game dates without clearing with the booking secretary,
- B. **CANNOT** accept assignments from any other high school basketball official's association without clearance from the booking secretary.

II. Contact with partner

- A. **SHOULD** be made **at least 48 hours before game time**,
- B. **SHOULD** communicate if two/three will meet at game site or ride together,
- C. **IS all persons' responsibility**. If one member of the team cannot contact the other(s) prior to 24 hours before game, (s)he should call the booking secretary. A new partner will be assigned and the person failing to make contact will be fined in the amount of **\$25.00**; if NO phone contact is made by crew, all members are subject to having games removed from schedule.
- D. **IS THE NEW PERSON'S RESPONSIBILITY WHEN GAME(S) IS/ARE ADDED TO THEIR SCHEDULE!!**

III. SCHEDULING GAMES:

- A. No Official will be allowed to officiate any game without a current background check on file.
- B. Any Official who did not complete the Rules Test or Clinic the previous year, will not be allowed to officiate the upcoming season without first completing the Rules Test, Clinic and attending at least one of the Association meetings.

IV. On the day of the game

- A. **NO SMOKING or DRINKING ALCOHOL** in or around school premises prior to or after the game.
- B. **ARRIVE** at least 30 minutes, for non-Varsity, and 60 minutes, for Varsity, prior to scheduled tip-off,
- C. **WEAR** business casual clothing or work uniform to the game site.
- D. **Notify**
 - o Assignor immediately if official display signs of fever, illness or any health concerns prior to scheduled game.
 - o Assignor if locker room area is not clean or safe for officials use
 - o Assignor if Shot Clock is not operable or ready for use during assigned games.
- E. **During the game wear; CLEANED/PRESSED/SHINED:**
 - o Black shoes with **NO** white showing;
 - o Black trousers.
 - o Approved GHSA Shirt; NOTE (All Middle school games will be officiated without GHSA logo).
 - o Black socks or stockings;
 - o MBOA/Approved jacket;
 - o Two working whistles (**Fox-40**);
 - o Black lanyards; (Optional)
- F. **BRING** your rule book, MBOA directory, copy of **Stand-by roster**, this document, and a copy of the GHSA Sportsmanship statement to every game.

- G. **PRE-GAME, PRE-GAME, PRE-GAME, PRE-GAME,**
- H. **GO ONTO** the floor with your partner(s) to begin jurisdiction and to:
- o Identify and meet game management; discuss responsibilities and who will read sportsmanship statement;
 - o Meet and pre-game table crew (scorer and timer) VERY CRITICAL!
 - o Official Scorer must wear striped shirt and official timer has to show that (s)he can set tenths of seconds. (Note: If the Official Scorer does not wear the shirt the contest will still be played. However, report it to the Booking Secretary immediately).
 - o Remind timer that all substitutions must be at the table prior to sounding the horn.
 - o **ALL** warning horns will be sounded with 15 seconds remaining (HALFTIME IS A TEN MINUTE TIME OUT);
 - o Procure information about when game must end (if a non-Varsity contest) and agree upon time limit(s) for game(s) on which all agree and does not penalize any team; (There are stated curfews for DeKalb Middle Schools, JV games on Tuesdays. Get information from game management for Henry County Middle Schools.)
 - o Approve game ball, which should have NFHS logo;
 - o Check all other equipment;
 - o Count the number of players listed against those appearing on the floor; (REFEREE)
 - o Observe pre-game drills from 28' mark opposite the scorer's table;
 - o Meet coaches at 12:00. Ask them to get their captains and join you at center court at 3:00. Quickly meet and then proceed to introduce yourselves and answer any specific questions to/from coaches after asking the equipment/uniform questions and making sportsmanship comment.

V. **Stand-by Official**

- A. **WILL** appear on separate assignment sheet, and should NOT be called by anyone except someone (from a gym) without a partner, in a crew of two, or a board officer.
- B. **TREAT** stand-by assignment as a regular game assignment.
- C. **SHOULD** have bag packed and ready to leave at a moment's notice.

VI. **At halftime of the first game**

- A. **REVERSE** the direction of the arrow,
- B. **INFORM** both coaches as to who will "start" the second half,
- C. **ADVISE** timer not to start 10minute intermission until floor has cleared; **REMIND** timer to sound horn 15 seconds before it ends,
- D. **ATTEMPT** to obtain the scorebook for the second game,
- E. **BE SURE** no warm-ups for next game occur.

VII. **At the end of the first game**

- A. **SIGN** the scorebook (optional),
- B. **REPEAT** the procedures used before first game.

VIII. **At halftime of the second game**

- A. **SIGN** the scorebook (optional),
- B. **REVERSE, INFORM, ADVISE** (see VI., A, B, C).

IX. **At end of game(s)**

- A. **LEAVE** floor together, going directly to locker room for a brief post game; **(MANDATORY)**
- B. **REMAIN** at game site until full crew for next game has arrived,
- C. **OBSERVE** second set of games (optional)
- D. **MEET** fellow officials for food, fun, and refreshment at agreed upon location after Friday varsity games **(OPTIONAL)**.

X. **All technical fouls of unsportsmanlike or flagrant in nature;**

- A. **MUST be reported to the BOOKING SECRETARY IMMEDIATELY following the game - GHSA requirement; (Preferably by phone call).**
- B. **MUST** include the following information when reported:
 - **Visiting and home teams;**
 - **Coach/Player(s) and number(s) or person(s) involved.**
 - **Quarter of technical.**
 - **Specific action which warranted Technical -Rules Reference**
 - **IS FINABLE** if not reported (in a timely fashion).

XI. **PROBLEMATIC SITUATIONS:**

- A. **CANCELLATIONS SHOULD BE MADE BY VOICE CONTACT ONLY!**
- B. **TARDINESS TO GAME SITE; CALL BOOKING SECRETARY, PARTNER(S), LAST OPTION CALL SCHOOL!**
- C. **NO PARTNER AT GAME SITE---(CREW OF 2)-CALL BOOKING SECRETARY.**

XII. **FINES**

- A. Missed assignment.....Game Fee
(Possible future game assignments)
- B. Failure to contact partner.....\$25.00
(Possible future game assignments)
- C. Missed meeting. (After 2 Absences).....\$10.00
(Appealable to Membership)
- D. Late to game.....\$25.00
- E. **Cancellation/Declination (not on out dates)\$5.00**
- F. Cancellation within 24 hours of game.....\$25.00
- G. Improper dress/Failure to report such.....\$10.00
- H. Failure to complete GHSA Rules Clinic/Test.....\$50.00
- I. Failure to report technical foul:
 - If reported by MBOA member.....\$25.00
 - If reported by GHSA.....\$50.00

J. ISSUANCE OF CHECKS/PAYROLL – END OF THE SEASON:

- a. In order for the MBOA (Corporation) to conduct business, a quorum of the membership must be present. This includes elections, by-law amendments, disciplinary action, etc. Therefore, attendance at business meetings is of utmost importance.
- b. In order to ensure that proper elections can be conducted, payments due members will not be released until proper elections are conducted. A proper election is one where a quorum of the members has voted. Absentee ballots, mail in votes and on-line votes which are timely submitted and received will count toward the number required for a quorum at elections. After elections are finalized, payments will be released.

XIII. **Order of calling for game day assignment problems – Make sure you follow this process:**

XIV. **Shereka Brown, Booking Secretary**

678-357-3547 Primary/678-414-5237 Secondary

- B. **Mekia Henderson, Chairwoman** 770-355-6360
- C. **Kenneth Smith, President** 770-842-3304

XIV. Ref-Town

- A. Registration information will be provided so officials can self-register.
- B. Must accept/decline every assignment individually.
- C. Have three days, from when game is assigned, to complete action. If no action, it becomes an automatic decline and is "returned".
- D. Can indicate "out" dates, and schools.
- E. Check it **AT LEAST** once a day. (If possible)

XV. Miscellaneous

- A. **HAVE NOTHING** in your pockets while on the floor, except for hand sanitizer
- B. **LEAVE ALL** your valuables in auto or (better) at home,
- C. **ASSUME GAMES ARE ON**, in case of bad weather, unless you get word from booking secretary,
- D. **Confirm your schedule by emailing the treasurer** after MBOA'S last regular season game (February/March each year).
- E. **RECOMMENDATIONS** include ridding yourself of all facial hair, going to game dressed professionally (NOT IN BASKETBALL UNIFORM), and NEVER SPEAK TO MEDIA. If you are sitting in the crowd observing your fellow officials and others are around, do not make negative comments about the officials. **STAY OUT OF HOSPITALITY ROOMS!**

XVI. Order of life with MBOA

- A. **FAMILY** - you need their support and trust. Chances are that with peace of mind at home, you'll have peace of mind on the court which makes you better able to concentrate on what we all love to do,
- B. **JOB** - you need your employer's support as well so don't hide any facts from him/her. Officiating at this level cannot supply us with a regular income. It is an avocation - not a vocation,
- C. **MBOA** - each of us is responsible to and for all members of the organization. We are all ambassadors for MBOA.

MBOA CODE OF BUSINESS ETHICS

MBOA recognizes the value and worth of each official. MBOA works to maintain a workplace that is free from discrimination or harassment on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion or any other status protected by applicable law. MBOA does not tolerate disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment especially is not to be tolerated in any MBOA work-related circumstance and is subject to disciplinary action if deemed by the Board of Elected Officials.

HAVE A GREAT SEASON!!!!!!!!!!

HAVE YOUR "STUFF" AND CHECK WEB SITE DAILY!!

NEVER KNOW WHEN THE PHONE WILL RING

REFEREE EACH GAME AS IF IT IS GOING TO BE YOUR LAST - IT JUST MAY BE!!