

# OFFICIAL'S CHECKLIST

## ASSIGNMENT CHECKLIST

### Using Zebra-Ware & Accepting Assignments

- Immediately block out unavailable dates on Zebra-Ware
- Check Zebra-Ware often
- Accept or reject assignments within 7 days
- Contact your co-official(s) by email, text or phone
- Print Pay Sheets
- Verify location of school



## GAME DAY CHECKLIST

### Paperwork

- W-9
- Pay Sheets
- Map (if needed)
- Pre-Game Sheet

### Bag

- Gray Pinstriped Uniform Shirt
- Black Uniform Pants
- Black Shoes & Socks
- Black Fox 40 Whistle & Black Lanyard
- Rule Books
- Optional:
  - Towel
  - Extra Socks
  - Extra Uniform Shirt & Pants
  - Black/White Striped Shirt
  - Extra Whistles & Lanyards
  - First Aid & Ibuprofen (etc.)
  - Deodorant
  - Uniform Jacket
  - Mini Sewing Kit/Safety Pins

### Online Resources:

**Zebra-Ware**

[www.zebra-ware.com](http://www.zebra-ware.com)

**ABOA**

[www.basketballofficials.com](http://www.basketballofficials.com)

**THSBOA / Arbitr Sports**

[thsboa.arbitersports.com](http://thsboa.arbitersports.com)

### Important Contacts:

**Ken Patton**

Assistant Assigning Secretary  
(Assigns All Middle School Games)  
[kpatton85@austin.rr.com](mailto:kpatton85@austin.rr.com)  
512.680.4086

**Roger Jeffers**

Assigning Secretary  
[rogerjeffers@sbcglobal.net](mailto:rogerjeffers@sbcglobal.net)  
512.515.6579

## ARRIVAL

- Be professional from the moment you step out of your car until you step back inside your car
- Leave your personal emotions in the car
- Leave valuables in car out of sight and only leave personal belongings in a locked coach's office
- Sign in at the front desk and turn in your pay sheet
- Choose one thing to work on for this game

# **PREGAME**

## **NEW RULES / RULE CHANGES**

- Players in marked lane space can enter lane on release of ball by free throw shooter (9-1-4g)
- Intentional foul for excessive contact while ball is live or airborne shooter has not landed (4-19-3d)
- Items on leg or arm (except knee braces) must meet uniform and logo requirements (3-5-3)
- Excessive contact on ball-handlers outside the lane area (10-6-12)
  - o Placing two hands on the player
  - o Placing an extended arm bar on the player
  - o Placing and keeping a hand on the player
  - o Contacting the player more than once with the same hand or alternating hands

## **POINTS OF EMPHASIS**

- Announcer Responsibilities
- Front Court and Back Court Ball Status
- Team Control Status During Throw In; Team Control Status Inbounds
- Correctable Errors: Officials may correct an error if a rule is inadvertently set aside and results in
  - o Failure to award a merited free throw OR awarding an unmerited free throw
  - o Permitting a wrong player to attempt a free throw OR attempting a free throw at the wrong basket
  - o Erroneously counting or cancelling a score

# **GAME TIME**

## **GAME MANAGEMENT**

**Communication**

**Rough Play**

**Clock Management**

**Coaches**

## **GAME PROTOCOL**

**Bench Decorum**

**Game Expectations**

**Table Personnel**

**Postgame**

## **MECHANICS**

**Primary for Lead/Trail/Center**

**Stay with the Shooter**

**Rebounding Coverage**

**Box In the Players/Create Angles**

## **FINAL THOUGHTS**

**Work Primary Hard**

**Consistency**

**Referee the Defense**

**Hustle**

# **POSTGAME**

- Ask about areas of improvement
- Gather and take all of your belongings
- Walk your co-official out

## **NOTES:**