

# OFFICIAL'S CHECKLIST

## ASSIGNMENT CHECKLIST

### Using Zebra-Ware & Accepting Assignments

- Upload W-9 and Photo to Zebra-Ware
- 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

- 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 / Arbiter 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

- Mechanics: Signal to be used after basket is made and there is a stoppage in play. The signal is used by the officials to indicate the team inbound the ball may run the baseline.
- Excessive contact on ball-handlers – including post play (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

- Post Play – It is legal for offensive and defensive players to touch when both maintain legal position. (see above)
- Rebounding – Any activity to illegally gain rebounding position on an on an opponent must be properly enforced and penalized.
- Free Throw Shooter – On release of the ball by the shooter, the defender boxing out shall not cross the free-throw line extended into the semicircle until the ball contacts the ring or backboard.
- NFHS Signals and Mechanics – Officials are to use proper NFHS signals and mechanics when officiating a high school basketball game.

# 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 Defense and Offense  
Hustle

# POSTGAME

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

# NOTES: