



Basketball Ballarat Technical Officials Handbook

Effective as of May 2022

Basketball Ballarat Technical Officials Program:

Ballarat aims to have the best technical officials program in Victoria. All points within this document we believe will help us achieve this goal so by being involved in BBA, you commit to helping us become the best. You will conduct yourself always in a professional manner and never stoop below.

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Code of Conduct

- Treat all players, coaches, spectators, staff and fellow officials with respect.
- It is an **expectation** that all referees treat all staff of the Basketball Ballarat Association with respect
 - And act in a courteous manner at all times. This includes all Supervisors, Canteen Staff and Administration Staff.
- Understand, adhere and keep up to date with the rules of basketball and local by-laws.
- Promote fair play and appropriate sporting behaviour.
- Always present yourself in a way that encourages others to respect you and your role.
- Use common sense to ensure “the spirit of the game” is not lost by overcalling technical violations or misuse of power.
- Wear correct uniform at all times as per the dress code policy. During breaks, all officials must cover official uniform if exiting the venue for any amount of time.
- No personal belongings such as phones or electronic devices to be left on the score benches during allocated games.
- Ensure your availability is kept current and reflects your availability.
- Be reliable and punctual. It is a requirement that you present to a supervisor in the venue least 10 minutes prior to all games to ensure you are ready at game commencement. Referees to be on court at least 3 minutes prior to scheduled time. Score table are to be on bench at least 5 minutes prior.
- Maintain concentration throughout the entire game.
- Referees to maintain fitness to enable you to keep up with the game to ensure you are in a good position to enable you to referee to the best of your ability for every game. Give yourself the best opportunity to make the correct call by being in a good position on the court.
- Be consistent, objective and courteous in calling all infractions.
- Assist to educate players and fellow officials when they don't understand why an infraction has been called.
- Any official found to be defacing or vandalising Basketball Ballarat property will face a hearing by the Referees Committee. This includes: Altering rosters, graffiti notice boards and publications in the referees room, as well as any Basketball Ballarat property.

Maintain a disciplined attitude and behave properly when in the stadium (this includes the Minerdomo Sports Club & Minerdomo Bistro or any other venue where BBA competition is being conducted) whether you are officiating or not, because at all times you are a representative of the Basketball Ballarat Association. All officials must ensure that they are being responsible and act appropriately while in the venue and/or in uniform. Officials **must** not be in uniform while smoking, and must use designated smoking areas.

Referee Responsibilities

Upon arrival you must check in with your Venue Supervisor or Referee Supervisor. Be ready at your court a minimum of 3 minutes before the scheduled start of your first game. Any subsequent games referees are to go to those games as quickly as possible after fulfilling iPad duties.

On Court Responsibilities

- You must arrive at your court three (3) minutes prior to the start of the match.
- Three (3) minutes must be set on the clock prior to the game commencing. This is mandatory and will not be negotiated. Three minutes must be set, **not 23:00**.
- **One** minute must be set and displayed on the clock during the half time break.
- Timeouts must be limited to **30 seconds**. Referees must call time in at 20 second mark to allow for teams to re-take the court, and a second whistle (if required) to be given at the 30 second mark. Clock does not start unless referees have blown **two** warning whistles.
- Ensure that the scoresheet/computer is set up during this warm up period, and if not prompt the teams to enter their details in, to ensure that the game starts on time.
- If the score bench personnel are unsure how to use the alternating possession arrow, explain it to them. **Do not** do it for them.
- Referees are to make sure all players are complying with jewellery policy which means checks must be made prior to the game. This also includes finger nail checks if necessary.
- Uniforms need to be checked to ensure all players are in correct team uniform and if required the penalties should be applied once the game commences. If unsure, speak with supervisor to have final decision.

Referee and Scoretable Clinics / Development / Action Days

It is compulsory to attend all TOC development days & BBA General Meetings to attain any update on rule changes and mechanics. You must come with an attitude and willingness to learn and participate.

You are only required to attend clinics for your area of officiating.

Child Safe Standards

Purpose

The safety, participation and protection of children in our association is of utmost importance to us as an organisation. The adoption of the Basketball Victoria Member Protection By-Law reflects Basketball Victoria's dedication to serving and protecting its members and participants throughout all levels of the sport.

Procedure

As per Basketball Victoria's Member Protection By-Laws, any person or organisation may make a complaint about a person or organisation to whom this By-law applies, if they consider that person or organisation has, or may have, committed a breach of any part of this By-law (a "Complaint").

All members are expected to discuss any concerns that they may have about the welfare of a child IMMEDIATELY with the nominated Child Welfare Officer, or any other appropriate person.

The Club welfare officer will be required to report all the incidents noted by them to the appropriate authority at Basketball Victoria who will then ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.

Disciplinary Process

Members, parents, officials and volunteers at our Association are continually reminded that the responsibility for the image of the Association and its environment is largely in their hands. Our obligation is to ensure that members of the Association, family members, friends and volunteers are comfortable in and around the venues we use for training or competition games or when performing duties for the Ballarat Basketball and that all parties feel safe at all times.

All who participate in any activity need to be fully aware of their legal and moral responsibilities to our total membership as well as the image they portray to others involved with Ballarat Basketball and to the broader community.

Not only do we expect people to adhere to the Basketball Victoria Codes of Conduct, but we also expect all parties to adhere to the spirit of our rules and the sports.

The Ballarat Basketball Technical Officials Committee does not tolerate inappropriate behaviour which includes, but is not limited to:

- Threatening or intimidating behaviour by any person or group towards any other person, either in person or by phone or in writing.
- Offensive language
- Engaging in poor off court and social media behaviours
- Any behaviour which interferes with the enjoyment, safety and wellbeing of others
- Failure to obey the directions of Ballarat Basketball TOC

You are expected to comply with the Basketball Victoria Codes of Conduct at all times.

The following process has been approved by the TOC and supported by Basketball Ballarat for use when any person breaches the Codes of Conduct or Spirit of the Rules.

Any breach of this code may result in the following:

1. A written warning may, in the appropriate circumstances, be sent to the offending parties by the TOC.
2. A meeting with the TOC may take place to discuss the breaches and exclusion from TOC activities.
3. The matter may be referred directly to the TOC and Basketball Ballarat CEO (or his delegate) to consider sanctions.
4. Right to refuse membership to any person at any time as per the Constitution.

Non-Attendance/Late Notice Policy

Purpose

- To provide officials with steps to take if they are unable to fulfil rostered appointments.
- To ensure that there will always be two referees on each court and appropriate number of scorers.

Referees Procedure

Referees who need to withdraw from rostered games must contact Referee Manager by **email**, providing as much notice possible.

If less than 48 hours' notice is provided, it is the responsibility of the referee to source their own replacement with other suitable referees of same grade or higher. You can do this via the Ballarat Basketball Technical Officials Facebook page or via contacts you have. It is expected that you will confirm with the Referee Officer once complete so rosters can be fixed accordingly.

Note: If games are rejected via My Roster system, a valid note **must** be attached to the rejection submission. Failure to provide a valid reason will result in consequences.

If the referee advises Basketball Ballarat that they have been unable to source a replacement, then the names of those unavailable replacement referees must be provided on request.

Non-emergency pull offs such as school excursions, parties, scheduled playing games or prior booked appointments are not deemed valid reasons for rejection of games. Therefore, you will be required to honour your games or find a fill in as per above details.

For emergency pull offs such as family emergencies or illness (may be asked to provide a medical certificate) you must contact the Referee Officer as soon as possible. Please note that these may require further information and/or verification of event.

Breaches will include:

1. Failure to provide insufficient notice to Basketball Ballarat of your unavailability.
2. Failure to provide Basketball Ballarat of non-attendance.
3. Notification of non-attendance but a refusal to attempt to find a replacement.
4. Notification of non-attendance but declines to advise Basketball Ballarat as to who was contacted in an effort to self-replace.
5. Notification of non attendance and replacement found of lesser experience.

Penalty: May include, but is not limited to, the referee being paid one grade less on following shift, and resulting in a strike according to the disciplinary process.

Score Table Procedure:

If you are unable to fulfil your games, contact the Score Table Officer as soon as possible with valid reasoning behind withdrawing from games. Please endeavour to inform Officer of availability changes with as much notice as possible.

Demerit System

The Demerit System sees referees being held accountable for their actions.

Once referees have obtained a total of 3 strikes, they will be penalised with the deduction of one game match payment on the current shift. Referees will also receive correspondence from the TOC regarding this. The strike system will reset at the beginning of each season.

Referees obtain one strike for the following criteria:

- Failure to show up for rostered games without acceptable reason
- Pulled off rostered games without acceptable reason
- Failed to complete rostered games without acceptable reason
- Referee out of uniform without acceptable reason
- Late for games without acceptable reason
- Did not fulfil games, nor did they find a replacement to cover games

Referees will receive a warning from the Referee Manager/TOC once they obtain two strikes, then a letter on the third strike stating the pay deduction. Reasoning is at the discretion of the TOC or their representative, this may include sudden illness, family emergency, etc.

Appeal Process

Appeals to any strikes or deduction in can be forwarded to the TOC via email. Please note this will not be processed straight away due to the Committee being a volunteer base and only meeting monthly/bimonthly.

Walkovers

Where an unnotified walkover is given, referees must assist in filling gaps in the roster. Referees are given the option to fill gaps, but if no referees offers, the first rostered referee will be required to fill where needed. If there are multiple gaps, this will apply for all games as needed to as many referees on walkovers as available.

Referees are paid for unnotified walkovers (notifies sports office within 24 hours of the scheduled game time) and not paid for notified walkovers (notifies sports office 24 hours or more prior to scheduled game).

Technical Officials Reimbursement Rates

Technical officials pay and reimbursement rates can be found via the Basketball Victoria website:

<https://www.basketballvictoria.com.au/get-involved/officials/referee-resources>

Alterations to Basketball Victoria rates that are implemented by Ballarat Basketball are as follows:

- A Grade Men & Women – additional \$2 per game
- Green Shirt/Apprentice referees – \$5 shadowing & \$11 solo
- Sunday Competitions – additional \$3 per game
- Solo games – 1.5 of normal reimbursement rate

Travel Reimbursement

A flat travel reimbursement of \$15 will be provided to those who travel from a radius outside 25 kilometres from their rostered stadium. It is the responsibility of the official to claim their travel, and this must be submitted via Refbook prior to each Wednesday, when reimbursements are processed.

Officials Uniform Requirements

Policy

All officials will be expected to follow the BBA uniform policy whenever officiating in competitions under the control of the Basketball Ballarat Association (BBA) or competitions that BBA are responsible for supplying referees to.

Referee Approved Uniform

- Approved Black and White referee shirt or Green shirt tucked in
- Black pants or approved BB or BV referee shorts (summer use)
- Black belt (if required)
- Predominantly Black Sports Shoes with non-marking soles
- Approved Basketball Ballarat / Basketball Australia Jacket
- Undergarments may be worn but must be fully black if visible

Score Table Approved Uniform

- Black dress pants, shorts or skirt (appropriate length and dependant on weather)
- VBSA polo shirt
- Enclosed black shoes
- VBSA jacket or plain black jacket
- Undergarments may be worn but must be fully black if visible

All Referee Finals Appointments

For Semi Finals, Preliminary Finals and Grand finals it is a requirement all referees must wear long black pants, referee shirt listed above and shoes listed above. Referee jackets and

undergarments are not permitted unless cleared by the TOC less than 1 week prior to finals games commencing.

Tournament Attendance/Reimbursement

Referees can be nominated for selection to Basketball Victoria events such as Junior Country Championships.

For referees to be eligible for nomination, they must show a good work ethic, be reliable and looking for further development opportunities. They must have completed and paid any outstanding fees/registration to both the association and Basketball Victoria, and be an active official within Ballarat (definition of active is at the discretion of the Referee Manager and the TOC).

Those who are nominated by Ballarat Basketball will be eligible for a \$50 reimbursement per event to go towards accommodation/travel/food for the official attending. Any referees who are not nominated by Ballarat are still able to attend the events, however will not be eligible for the \$50 reimbursement.

Technical Foul Procedures

Referees aim to use game management to avoid technical fouls being administered during competitions.

All technical fouls administered, must have accompanying form completed on the day of tech being given. An adequate description must be filled out, including events leading up to technical. Regardless of the nature or reasoning for the technical foul, form MUST be filled out.

Link to form:

<https://www.cognitofrms.com/BasketballBallarat2/TechnicalFoulFormForBBAReferees>

BBA Technical Officials Awards Criteria

Gary Ebbels Shield - Senior Referee of the Year

Background: Gary is a Life Member and was a high credentialed Victorian referee, with both sons also refereeing for many years in the association also. He held a great rapport with all referees, in particular the juniors and was deeply involved with referee development.

Key Selection Criteria:

- 18 years or older
- Contributes positively to the Ballarat referee program and portrays an attitude which reflects our principles and expectations in the refereeing culture both on and off the court.
- Consistently provides effort to the best of their ability, demonstrates a skill level equal to that of his/her experience as a referee and holds good communication skills with players.

- Assists where needed, including but not limited to, mentoring, filling in additional games and good communication with all BBA staff.
- Committed to developing a professional attitude towards refereeing, i.e. correct uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

Christina Cook Shield - Junior Referee of the Year

Background: Christina was an outstanding local referee, mentor and coach. Her daughter represented Australia, and the family had a big passion for basketball. Christina was very dedicated referee and provided extensive knowledge and experience to the refereeing body in Ballarat for many years.

Key Selection Criteria:

- Under 18 years old
- Contributes positively to the Ballarat referee program and portrays an attitude which reflects our principles and expectations in the refereeing culture both on and off the court.
- Consistently provides effort to the best of their ability, demonstrates a skill level equal to that of his/her experience as a referee and holds good communication skills with players.
- Assists where needed, including but not limited to, mentoring, filling in additional games and good communication with all BBA staff.
- Committed to developing a professional attitude towards refereeing, i.e. correct uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

Marlene Johnson Shield - Most Improved Junior Referee of the Year

Background: Marlene is a Life Member, and has been an outstanding volunteer and mentor. Worked with special needs children and juniors. Marlene spent countless years in Ballarat refereeing and assisting in development.

Key Selection Criteria:

- Under 18 years old
- Always looking for self-development opportunities and ways to improve their skills and knowledge, as well as willingly taking feedback on and applying this during games. Has

shown improvement throughout the year and progressed well in their efforts to referee to the best of their ability.

- Committed to developing a professional attitude towards refereeing, i.e. correctly dressed in uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

Keith Warhurst Shield - Most Improved senior Referee of the Year

Background: Keith is a Life Member and was an outstanding referee, who began refereeing in Ballarat in the 1960s. He was considered one of the fairest and friendliest referees in the association, and committed himself to over 20 years of refereeing for Ballarat.

Key Selection Criteria:

- 18 years or older
- Always looking for self-development opportunities and ways to improve their skills and knowledge, as well as willingly taking feedback on and applying this during games. Has shown improvement throughout the year and progressed well in their efforts to referee to the best of their ability.
- Committed to developing a professional attitude towards refereeing, i.e. correctly dressed in uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

John V Kearle Shield – Green Shirt Referee of the Year

Background: John has been involved with BBA since 1992, where he has been involved in both refereeing and referee development. He is particularly passionate about referee development, mainly with juniors and beginning referees, a role while he has excelled in for over 20 years.

Key Selection Criteria:

- Must have sat a level 0 course within the current year
- Recognises promising green shirts who have devoted time and effort into their quest to obtain stripes. Has gone above and beyond with efforts and enthusiasm to reach the desired level and shows passion in their refereeing career.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

Score Table Official of the Year

Key Selection Criteria:

- Contributes positively to the Ballarat program and portrays an attitude which reflects our principles and expectations in the culture both on and off the court.
- Consistently provides effort to the best of their ability, demonstrates a skill level equal to that of his/her experience and holds good communication skills with players.
- Assists where needed, including but not limited to, mentoring, filling in additional games and good communication with all BBA staff.
- Committed to developing a professional attitude towards scoring, i.e. correct uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee

Statistician Official of the Year

Key Selection Criteria:

- Contributes positively to the Ballarat program and portrays an attitude which reflects our principles and expectations in the culture both on and off the court.
- Consistently provides effort to the best of their ability, demonstrates a skill level equal to that of his/her experience and holds good communication skills with players.
- Assists where needed, including but not limited to, mentoring, filling in additional games and good communication with all BBA staff.
- Committed to developing a professional attitude towards scoring, i.e. correct uniform, prepared to assist others and attends required meetings.

Award presented at: TOC Annual Breakup Dinner

Person responsible for awarding: Technical Officials Committee