



# MATCH OFFICIALS HANDBOOK

2020-21



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## INTRODUCTION

This document is designed to assist all officials who officiate in Basketball England's National Basketball Leagues (NBL) and Junior National Basketball Leagues (JNBL). The details and guidelines can also be adopted for local and regional leagues to improve their standards.

All officials should be qualified and licensed to officiate in any game or competition that is affiliated to Basketball England. Officials should also ensure that the league or competition they officiate in is registered with Basketball England for their insurance to be valid.

## NBL & JNBL COMPETITIONS

All affiliated leagues require officials for the games to take place. Basketball England is responsible for assigning referees for all games in the NBL. For all other competitions, referees, table officials and statisticians are appointed by the clubs themselves. Some locations operate a central assignments system which is organised by a Officiating Coordinator.

Basketball England uses the assignr.com portal to manage its referee assignments for the NBL competition. Referees who appear on this list are required to meet a set of criteria to receive game assignments.

## CRITERIA

Basketball England are committed to ensuring that all officials are of the highest standard when carrying out their duties in games. As such, Basketball England has a duty of care to prepare officials in relation to game knowledge and match fitness. Referees that wish to be deployed onto NBL games are expected to attend the National Officiating Conference (NOC) and it is recommended that all other referees, table officials and statisticians attend. All officials are expected to keep their knowledge up to date by referring to the following resources.

[Hive Learning](#)

[Officials Basketball Rules](#)

[Official Basketball Interpretations](#)

[Table Officials Manual](#)

[Statisticians Manual](#)

## NATIONAL OFFICIATING CONFERENCE

Referees are required to attend NOC where they will receive the necessary learning in preparation for the commencement of competition.

## FITNESS TEST

This fitness test is a multi-stage test which involves running without stopping for 10 minutes. Full details can be found [HERE](#).

## RULES TEST

Officials are required to complete a rules test which comprises of 25 multiple choice questions based on the 100 questions issued prior to the test. The pass mark for this is 80% (20/25). There will be one re-sit for those that do not reach 80% but restricted assignments will be put in place until such time the referee reaches the required level.

## TEST OUTCOME

Those referees who do not reach the required level in the fitness and rules tests or do not attend NOC will have their assignments restricted. Competency will also be a key consideration.

## GAME DAY

All referees are required to arrive to their games in smart dress, suit with tie, trousers and shoes for men and shirt/blouse and trousers/skirt with shoes for women. All officials are required to wear the Basketball England official's uniform for their games.

Uniform should be:

- **Referees** - Basketball England Nike grey referee's shirt, black trousers, black socks and black training shoes.
- **Table Officials and Statisticians** - Basketball England red polo shirt or/and hoodie, black trousers or skirt and black shoes.

## GAME PREPARATION

It is essential that all officials are prepared for a game that they have been appointed to. The following guide is designed to assist all officials to prepare for their game to minimise the risk of any problems leading up to the game. References to assignr are specifically for referees.

### 5 WEEKS IN ADVANCE (MINIMUM)

Update personal availability calendar within assignr. You are required to update your availability calendar even on days where games have been published.

### 3 WEEKS BEFORE THE MATCH

Games are published from the assignr.com portal. You will receive an email notification from assignr with details of the game(s) that you have been assigned to.

You are required to log into your assignr account and accept or decline the game. This should be done **within 48 hours** of receiving the assignment. If you decline, please provide a reason for your decline. If you do not accept or decline, we will remove you from the game.



## 5 DAYS BEFORE THE MATCH DAY

The crew chief is responsible for contacting the umpire(s) to:

- Exchange contact numbers
- Confirm the travel programme. Consider the following when arranging your departure time - weather, any traffic problems, football matches.
- Confirm the location you will meet, i.e. meeting point if travelling together, car park of venue, café or reception of the venue.

NBL referees' contact details can be found in the assignr portal. If any detail you require is not available, you can use the email function through assignr to contact your co-officials. If there is no response within 24 hours, please call your co-official to confirm arrangements. If there is no response at least 7 days before the match please email [infrastructure@basketballengland.co.uk](mailto:infrastructure@basketballengland.co.uk) with the subject NO RESPONSE.

## MATCH DAY

- The Crew Chief is required to contact their co-official(s) to confirm agreed arrangements are still in place.
- All referees are required to check the weather forecast and any accidents that might have occurred on the route that you plan to take.
- Depart for the game so that the arrival time, at the venue, is at least 1 hour before the game commences.
- Should you need club contact details for senior NBL teams click [HERE](#).

## BEFORE THE GAME

- Meet at the scorer's table 1 hour before the scheduled tip time ready for the pre-game meeting.
- The Match Promoter is required to conduct a pre-game meeting with team representative, the referees and at least one table official. Pre-game agenda items which should be covered are:
  - Tip-off time
  - Uniform and team colours (no clashes)
  - Choice of benches and basket
  - Equipment - table officials, visual score, 24 clock, PA system
  - Court, 2 metre clearance from ANY obstruction including benches
  - Pre or post-match events
- The Crew Chief is required to check the facility for its suitability and safety.
- The table officials are required to run through their pre-game checks/duties:
  - Timing equipment
  - Table equipment: alternating possession arrow, team foul markers, personal foul markers
  - Table set up: table officials in correct order
  - Scoreboard
  - Sounding devices

- Substitute's chairs
  - Table Official's pre-game meeting
  - Information from referees: Licence cards, duties i.e. Crew Chief/Umpire
- At least 40 minutes before the scheduled tip time the Crew Chief is required to conduct a pre-game meeting with their co-official(s).
  - 20 minutes prior to the scheduled tip-off time the referees should arrive on court, in uniform, to greet teams, table officials and statisticians.
  - At least 10 minutes prior to the scheduled tip-off time, the Scorer should ask each Coach to provide the starting five and sign the scoresheet.
  - The Crew Chief is required to check all license cards of the table officials and team members. Under no circumstances should anybody sit on the bench unless they have a valid license card.

## POST-GAME DUTIES

- Checking the Scoresheet - It is the Crew Chief's responsibility to examine and check the scoresheet at the end of the game to approve it before it is signed. Greater focus should be given where games are close. A scoresheet can be corrected at any time PRIOR to the crew chief's signature if he or she believes an error has been made, even if this affects the final result. Referees can remind themselves what checks need to be made [HERE](#).
- If applicable, both officials are required to complete a disciplinary report within 48 hours. Access the online disciplinary form [HERE](#).

## TRAVEL POLICIES & PROCEDURES

The travel expense rates to cover fuel costs and vehicle wear and tear is £0.35 per mile. The Crew Chief should collect completed expenses forms and pass them to the Match Promoter at the pre-game meeting.

Basketball England will endeavour to make nominations that do not exceed 160 miles combined for all referees (£56).

## TRAVEL TOGETHER

The Crew Chief is required to check the most appropriate route from all official's home addresses to the match venue. Travel distances and costs should be considered when making these arrangements so that costs are kept to a minimum. Officials are expected to travel by the shortest distance. If you wish to take a different route than you are required to receive prior agreement from the officiating department by emailing [infrastructure@basketballengland.co.uk](mailto:infrastructure@basketballengland.co.uk).

Basketball England will investigate any claim from a club believing that they have been overcharged and will spot check several games across the season. If it is found that an official has overcharged, they will be required to pay back the difference and may face disciplinary action.

## 'OUT OF AREA' ASSIGNMENTS

For the purposes of development referees can apply to receive game assignments outside of their geographical location (locations 100 miles or more from your home address) in order to receive games equal to the competence level or development programme you are involved in.

### HOW TO APPLY

What this entails is the option for you to be assigned to games at limited mileage based on how far you are willing to travel with the basic premise being that a club is charged no more than 160 miles (£56) for expenses. This could happen in one of four ways:

1. Two officials travelling together out of area and claiming a combined 160 miles between them (2PO games).
2. Three officials travelling together out of area and claiming a combined 160 miles between them (3PO games).
3. One official travelling from out of area with a local official (2PO) or local officials (3PO) assigned. The official travelling from out of the area would charge the difference between the 160 miles total, and that of what the local referee(s) charge(s).
4. Two officials travelling from out of area with a local official assigned. The officials travelling from out of the area would charge the difference between the 160 miles total, and that of what the local referee charges (3PO games).

To ascertain which locations you would be willing to travel to, please complete this [form](#). This form needs to be completed 4 weeks in advance of any games you wish to be appointed for but once completed remains valid for the season unless you tell us otherwise.

### PUBLIC TRANSPORT

If you are travelling to a game via train or bus you are required to submit a copy of the ticket which should display the cost together with your expenses form.

London Underground travellers - Those who use an oyster card should print out the return journey cost and submit this with a copy of your completed expenses.

### SPLITTING TRAVEL EXPENSES

There may be occasions where you officiate two games in one day. If you are travelling from one game to another you are required to calculate the whole journey i.e. home to 1st venue to 2nd venue to home and divide these expenses between the two clubs.

The exception to this is when a club would be charged more because of splitting the expenses than what they would be charged if the claim were home to venue to home. In this scenario you would charge the closer team for home to venue to home and charge the other team the balance of your travel.

### CRITERIA & RESTRICTED ASSIGNMENTS

Referees assignments are managed using the assignr.com online portal. Once you have successfully licensed you will receive your assignr credentials where you can log into your account and update your personal profile. The minimum requirements are that you update the city field and the mobile contact number field which should be made available for other referees on assignr.

Availability needs to be up to date 5 weeks in advance. Appointments will be published on the Friday 3 weeks prior to the fixture weekend.

### ACCEPT & DECLINE POLICY

Games are published from the assignr portal 3 weeks in advanced. You will receive an email notification (from assignr) which will detail games you have been assigned to. You are required to log into assignr and accept or decline your assignment(s) **within 48 hours**. If you decline an assignment you are required to stipulate the reasons for your decline. If you do not accept or decline a game within 48 hours you will be removed from that game.

Once you have accepted an assignment you will be notified (by email via assignr) if any details of that game have changed such as a cancellation, tip time change, venue details change. Changes are administered by Basketball England's National League Department. In the event of a tip time changing, you have a further 48 hours in which to accept or decline the appointment.

You will also be updated about games that have been cancelled, postponed or forfeited. Games will be updated to reflect the cancellation and referees are required to log into assignr and confirm that they have been notified about the cancelled game. We will then remove the game from assignr.

### LINKING MULTIPLE ASSIGNR ACCOUNTS

So that Basketball England can manage appointments effectively officials who have more than one assignr account should have these accounts linked. This will avoid us placing you on a game where you may have already been assigned in another account.

### AVAILABILITY POLICY

Referees are required to have their availability calendar up to date a minimum of 5 weeks in advance. Referees are also required to keep their availability calendar up to date regardless of whether that weekends game have been appointed to if there is a change with the appointments. It is expected that officials are available for at least 25 competition days through the season.



## COMPENTENCY

Referees have been placed into competency groups and details of the group you are in can be found in your assignr profile. You will be assigned to games according to your group. You will also receive games below your level of competency with a view of supporting less experienced officials.

	NBL1		NBL2		WNBL1		WNBL2		NBL3	
	CC	U1 & U2	CC	U1	CC	U1	CC	U1	CC	U1
Group A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Group B		✓	✓	✓	✓	✓	✓	✓	✓	✓
Group C				✓	✓	✓	✓	✓	✓	✓
Group D					✓	✓	✓	✓	✓	✓
Group E						✓		✓		✓

Referees who have not met the criteria will have restricted appointments. This includes those referees who do not maintain their competency standard. Geographical location could restrict appointments for referees who live in a location where games are sparse. Those officials should refer to the 'Out of Area' policy if they wish to officiate more games.

### NBL OFFICIALS WHATSAPP GROUP

Basketball England operates an NBL Officials WhatsApp messaging group in order to communicate updates and messages to all NBL registered officials. Officials should not use this group to respond to messages from Basketball England or to communicate with each other.

The link to join the WhatsApp group is [HERE](#).

If you need to contact Basketball England regarding any officiating matters please email [infrastructure@basketballengland.co.uk](mailto:infrastructure@basketballengland.co.uk).

### LICENSE CARDS

**IMPORTANT:** If a participant does not have a valid licence card, they do not take part in the game, including the 20 min warm-up and sitting on the team bench. **NO LICENCE means NO PLAY or COACH.**

All license cards should display an image of the person face like in the example below

PLAYER LICENCE		COACH LICENCE	
			
MEMBER NAME:		MEMBER NAME:	
VERIFIED QUALIFICATIONS: <b>NOT APPLICABLE</b>		VERIFIED QUALIFICATIONS: <b>LEVEL 2</b>	
LICENCE STATUS:	LICENCE EXPIRY DATE:	LICENCE STATUS:	LICENCE EXPIRY DATE:
Full	<b>31 MAY 2021</b>	Full	<b>31 AUGUST 2021</b>
LICENCE NUMBER:		LICENCE NUMBER:	
<b>P013331</b>		<b>C002180</b>	
TEAMS:		TEAMS:	
<b>CHARNWOOD COLLEGE RIDERS</b>		<b>CHARNWOOD COLLEGE RIDERS, LOUGHBOROUGH RIDERS</b>	
LEAGUE LEVEL:	BE NATIONALITY TYPE:	LEAGUE LEVEL:	BE NATIONALITY TYPE:
<b>NATIONAL LEAGUE</b>	<b>BRITISH</b>	<b>NATIONAL LEAGUE</b>	<b>BRITISH</b>
LICENCE TYPE:		LICENCE TYPE:	
<b>SENIOR</b>		<b>SENIOR AND JUNIOR TEAMS</b>	
ROLES WITHIN BASKETBALL:		ROLES WITHIN BASKETBALL:	
<b>PLAYER</b>		<b>PLAYER, COACH, TABLE OFFICIAL, CLUB SECRETARY, REFEREE, S&amp;A&amp;P, C COACH, STATISTICIAN, VOLUNTEER</b>	
VERIFIED ADDITIONAL LICENCE PRODUCTS:		VERIFIED ADDITIONAL LICENCE PRODUCTS:	
<b>NONE</b>		<b>NONE</b>	
MEMBERSHIP NUMBER:	MEMBERSHIP EXPIRY:	MEMBERSHIP NUMBER:	MEMBERSHIP EXPIRY:
<b>A017884</b>	<b>31 AUGUST 2021</b>	<b>A011787</b>	<b>31 AUGUST 2021</b>

A license card will be presented for each player, coach or team follower participating in a any national league game wither as a hard copy document or on an electronic device.

Referees should ensure that the card has the correct details such as the year at the top of the card, team name and what capacity the individual will participate in the game as, player, coach or team follower. This should correspond to what is listed on the score sheet.

### PLAYER ELIGIBILITY

- o Division 1 Men - limited to 2 x Non-EEA players
- o Division 1 Women - 1 x Non-EEA Player

U18 Non-EEA players count towards the teams total allowance for any game.

### DISCIPLINARY REPORTS

Any disciplinary matter must be report to Basketball England within 48 hours of the incident occurring or by Tuesday 12noon whichever is earliest. If for any reason you are not able to adhere to this process then you must contact Basketball England's National Leagues department to inform them why the report will be late and how you will be sending it.

Even if it was your colleague's actions and you did not actually disqualify a participant or coach a report must still be submitted by you based on what you saw and heard. Failure to adhere to these regulations, may affect your future assignments and disciplinary may be taken against you.

## IMPORTANCE OF DISCIPLINARY REPORTS & THEIR ACCURACY

In some cases, these reports may be presented to solicitors acting for players or clubs, but in the first instance, clubs or individuals concerned are copied in on the official's reports as part of the disciplinary process.

Therefore, personal opinions on a particular persons or parties concerned within the report, or the nature of any penalty, or the gravity of any penalty that should be applied, **MUST NOT** appear on the official's report. Emotive comments should not be included. You only need report the facts including verbatim, actual comments or actions made by any parties concerned, i.e. foul or abusive language.

Failure to do so, or the inclusion of an official's personal view, may adversely affect the disciplinary process.

## CODE OF ETHICS & CONDUCT

Below is an extract from the Basketball England Code of Ethics & Conduct. The full copy can be found [HERE](#).

### 7. Match Officials - (Referees & Table Officials)

All affiliated match officials must:

- Treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation;
- Not tolerate foul, sexist or racist language;
- Only officiate in games or competition where all individuals are registered/affiliated to Basketball England;
- Realise that Basketball England does not advise that officials travel alone with anyone under 18 years of age or a vulnerable adult to or from games. We advise you to always have another adult with you;
- Be honest, consistent, objective, impartial and courteous when applying the rules of the game. Officials must resist any possible influence from protests on the part of participants or spectators of the game.
- Claim any affiliation, sponsorship or accreditation in a truthful and accurate manner;
- Show patience and understanding towards players who may be learning the game;
- Make every effort to prepare fully for a match, both physically and mentally. On a physical level, be able to keep up with the speed of the game, and be alert and close enough to make correct decisions;
- Ensure focus is maintain at all times, do not be distracted by mobile phones or personal devices unless identified prior to the game and are used to benefit the game.
- Decline to be appointed to a match if not completely physically or mentally fit to participate in that match (because of illness, injury, or for family or other reasons);
- Refrain from requesting hospitality, or accept any hospitality offered and considered to be excessive;
- Have regard to protecting the players by enforcing the laws of the game.
- Show due respect when speaking with participants in the game, even in the event of infringements;
- In reports, set out the true facts;

- Refrain from publicly expressing any criticism of fellow officials;
- Assist with the development of those with less experience.
- Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/young people/vulnerable adults on a Self-Declaration form submitted to the BE Safeguarding and Compliance Manager

## OFFICIALS LIABILITY & INSURANCE

Concerns surrounding the personal liability of a referee with regards to the standards of basketball courts at various national league venues are addressed in the script below. The following clarifies any concerns as to whether referees would personally be liable for an injury that arose as a direct result of a venue not meeting the court standards laid down in the NBL regulations.

Referees will be appointed to NBL games by Basketball England stating which venue the game will be played. The referee can assume that this venue has been vetted accordingly and that Basketball England are fully aware of the conditions of that court. Referees must however still conduct a risk assessment of the venue with regards to the playing of the fixture to ensure the playing court and equipment has not deteriorated or been tampered with to a point where it is unsafe to be play. For example,

- A leaking roof on to the playing court, the game should not be played.
- Obstacles that can be moved, and in your opinion should be moved such as,
  - Football goal posts
  - Spectators chair too close to the sideline

Unless it is deemed unsafe to play the game then the game should go ahead. In the event that a venue does not meet the regulations and it is clear that it is far from them, it needs to be reported to Basketball England by contacting National Leagues department at [competitions@basketballengland.co.uk](mailto:competitions@basketballengland.co.uk)

The same principle applies for liability during play, as long as the Crew Chief can be shown to have acted reasonably, they will have a defence to a claim. One must remember that many injuries are caused by a mistimed challenge whether careless, reckless or with excessive force, by a player not by the referee. In most cases, all the referee can be expected to do is to take the appropriate enforcement action once the challenge has been made. He cannot prevent the challenge in the first place.

It is the referee's responsibility to check ALL LICENSES. All personnel on the bench should hold a valid NBL license otherwise they are not permitted to sit on the bench. Table officials should also be licensed. Referees are reminded that they should not be refereeing in leagues that are not affiliated to Basketball England as they will not be covered by the insurance provided by Basketball England.