



## ALL OFFICIALS ASSIGNED TO THE 2017-2018 BASKETBALL TOURNAMENTS

The success of the MHSAA Basketball tournament rests in large part on your skills as an official. Your selection to receive an invitation was based on the criteria printed in the *Officials Guidebook* and confidence of the Tournament Officials Committee. ***If you have received an invitation and have not worked the minimum number of varsity games this season or in any other way do not qualify to work the assigned tournament, you are to contact Nate Hampton or Mark Uyl at the MHSAA office (517-332-5046) immediately.***

This information letter is to be reviewed by all assigned officials to insure that there will be uniformity in officiating and complete understanding of the tournament plans. **Officiating fees:** District - \$63, Regional - \$65, Quarterfinal - \$70, Semifinal and Final games - \$70.

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**MILEAGE** Round trip miles in excess of 50 will be reimbursed at \$.20 per mile.

**CONFLICT OF INTEREST:** If an official has any personal relationship with the city, players, coaches, or school officials of one of the competing teams, which might, in tournament circumstances, cause embarrassment to the official or other parties involved, he/she is expected to contact NATE HAMPTON or MARK UYL at once in order that a change in assignment may be considered. Don't assume anything...check it out to be sure.

**ADMISSION:** Only the working official is to be admitted free by the Tournament Manager. *Officials are not to ask for free admittance for friends, relatives or anyone.*

**PERSONAL COMMENTARY:** Officials are reminded that it is unprofessional to discuss teams and players with anyone. *There shall be no press or radio interviews or comments about a game worked by an official nor criticism of a fellow official.* It is important that officials not carry on lengthy conversations with spectators, coaches, or players on the floor prior to, during, or following the game. "Bite your tongue" and head for the locker room. "SILENCE IS NEVER MISUNDERSTOOD".

**PROPER UNIFORM:** MHSAA OFFICIALS EMBLEM for current year to be WORN ON LEFT POCKET AREA of black and white striped v-neck shirt; black trousers; solid black basketball shoes with black laces and black belt. (Black socks are to be worn with low-cut shoes.) A black jacket is required. (For tournament play, the jacket is plain or embroidered with the MHSAA logo on the left pocket area) Local, state or national officials association emblems may be worn on the right sleeve of any required officials uniform.

**PAY:** Some Tournament Managers may pay officials on game day. Others may pay by check within a few days after the Tournament when all accounts are settled. Officials should be prepared to accommodate themselves to either plan.

**ARRIVAL:** Officials shall report to the Tournament Manager at least **one hour before** their first game. Your promptness is important to the tournament manager. Your early arrival will allow time for a pre-game conference. Use the "Pre-Game Conference Items" sheet enclosed.

**PRE-GAME:** After completion of pre-game duties, the officials shall position themselves on the side of the court opposite the scorer's table.

**RULES BOOK:** Officials are responsible for having a rules book at the scoring table.

**COMMUNICATION:** Be especially aware of making clear signals to the scoring table. Every communication with the table is important. STOP...plant your feet. Make signals clear; do not hurry. Remember your signals are a means of communication with your partners as well as the table, coaches and spectators. **USE ONLY SIGNALS SHOWN IN RULES BOOK.**

**CONFERENCE:** When a conference is held **BOTH** coaches shall be involved. Be professional in all conversations with coaches...limit physical contact to handshakes. Maintain a professional demeanor...this is important business...be businesslike.

**BENCH CONDUCT:** REVIEW RULE 10-5. ALL COACHES ARE AWARE OF WHAT THEY CAN AND CANNOT DO ACCORDING TO THE RULE. POOR BENCH CONDUCT AND MISBEHAVIOR WILL NOT BE CONDONED. IF A COACH IS OUT OF THE BOX OTHER THAN ALLOWED BY RULE, A TECHNICAL FOUL *SHALL* BE CALLED. THE RULE MUST BE ENFORCED AS WRITTEN, BUT DON'T BE GUILTY OF "RABBIT EARS". THE COACHING BOX WILL BE USED IF THERE IS SPACE AVAILABLE TO DO SO.

**BEGINNING PLAY:** The administering official shall sound the whistle to indicate that play is about to begin following a charged timeout, or if there has been an unusual delay and it is necessary to attract the attention of players or table officials. The same procedure should be followed at the beginning of the second, third and fourth quarters.

**MECHANICS:** The officiating mechanics as prescribed in the current edition of the *Basketball Officials Manual* are the mechanics officials shall use in all tournament games. *Don't make up your own signals.*

**TIMEOUTS:** One minute timeouts are to be 60 seconds. Advise scorer to blow the horn at 45 seconds. There is no change of 30 second timeouts. (Semi Final and Final Officials may be given other specifics.)

**SCOREBOOK:** The referee shall check the scorebook at the end of each period to make sure it is correct. Require the scorers to compare scorebooks at the end of each quarter. Require official scorer to audit/monitor the visual score (scoreboard is unofficial.)

**END OF GAME ADMINISTRATION:** Don't rush from court and leave a problem. Be prepared for unusual/emotional situations. Errors and mistakes create larger problems at the end.

**Suggestions:** Visually check with scorer/timer after final horn. Check with table during late timeouts. Know who has last second shot responsibility. Know the "lag time" principals. Exaggerate signals to start/stop clock. Table must keep officials on floor if problem exists. Make sure you get it right!

**A QUICK REVIEW:** Are your signals clear? Do you lead the play? Do you stay out of the middle of the floor? Do you cover the side and end lines? Is your whistle sharp and clear? Do you work far enough off the court as the lead official? Do you box all throw-ins? On a try, the trail official shall take at least one step forward to be in position to observe the play.

*It is anticipated that your assignments will be pleasant. Officials have an important part to play in the success of tournaments, and you may depend upon the complete support of the MHSAA in carrying out your assignments. If you have questions during business hours, please call the MHSAA office or an emergency after hours; contact either **NATE HAMPTON (517) 202-1220; MARK UYL(517) 712-0414 (CELL)***

**CONTEST REPORT:** We will no longer have you complete this form. If you have an equipment or facility concern please use the officials report form.

## ***Conflict of Interest at MHSAA Tournaments***

In all cases, officials must be neutral and may not officiate in any contest involving relatives or similar close relationships. Officials from small communities may not be invited to officiate MHSAA tournaments in which their communities are involved. Metropolitan areas such as Flint, Grand Rapids and Detroit are generally excluded from this consideration.

An official who receives such an invitation is expected to notify the tournament manager of his/her need to decline the opportunity. Usually, given sufficient lead-time, a switch in tournaments is arranged by the MHSAA.

Note: When the Officials' Selection Committee meets, we attempt in every way possible to avoid "Conflicts of Interest". Sometimes we don't have sufficient information to be accurate in every case. We must depend on you to advise the MHSAA when a conflict exists. Before a contest, the potential conflicts that exist create no problems. Failure to adjust the assignment can create unimagined controversy that benefits no one. We need your assistance and commitment to share potential "Conflicts of Interest".