
KAMLOOPS BASKETBALL OFFICIALS ASSOCIATION



Orientation Package 2011 / 2012 Season

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Welcome to the KBOA 2011 – 2012 Season!

This year we have created an Orientation Package for all new and current KBOA officials to use. This package offers practical background information, a list of key contacts and a helpful reference guide.

KBOA EXECUTIVE

The executive for the 2011 – 2012 are as follows. The general email for everyone is executive@kboa.ca

President - Joel Gobeil

As the KBOA's President, Joel is the leader of the association and is the official spokesperson. He is responsible for chairing all meetings of the association, the Executive and Executive Committees. Joel is also the Head Evaluator in our Association. Joel can be reached at 250 318-1660 (Cell) or president@kboa.ca

Allocator / Treasurer - Ed Kincaid

Ed is responsible for overseeing all game assignments for high schools and leagues that are served by KBOA. He is also Treasurer. He maintains the account and license for the assigning tool – Scheduler. Ed can be reached at 250-320-5443 (Cell) or allocator@kboa.ca

Educator – Paul Foster

Paul's main task as Educator is to ensure all KBOA officials have access to training material and developmental opportunities. He works with the President to coordinate formal evaluations of officials during the year. He oversees junior development and works with the Junior Development Officer to ensure our new and less experienced officials receive support, mentoring and guidance. He provides regular updates on changes to rules and mechanics. Paul can be reached at 1 250-417-1366 (Cell) or educator@kboa.ca

Directors

- Derek Dixon
- Peter Garvey
- Kelly Mintern
- Michelle Onyango
- Matt Koivisto is our Webmaster webmaster@kboa.ca

KBOA CALENDAR

Meetings



- Executive meetings are held as required
- General meeting is held at the beginning of the season in October. The General meeting provides a forum for education, information transfer and for social contact outside of games.
- The Annual General Meeting (at which election of officers take place) is held the end of March or early April.

In all cases, the exact date, place and time will be communicated when finalized.

KBOA WEBSITE

www.kboa.ca

One of the primary communication tools used by our association is the website. The menu lists 6 areas from which to choose. The following is a brief description of each.

- **Home:** essential information and important notices
- **Education Info:** items to help you become a better official.
- **Member Info:** all you need to know about community including a list of school
- **Plays of the Week:** plays and interpretation key educators at BCBOA and CABO
- **Links:** other pertinent basketball or officiating websites.
- **Playoffs:** list of officials appointed at regional and provincial tournaments.

If you have any questions or suggestions to enhance the website, please contact the webmaster, Matt.

UNIFORMS

All officials are to be dressed as follows with the goal of looking professional and promoting a uniformed appearance. The cost is for each member.

- **Striped black and white referee shirt**
- **Black pants (beltless, if possible) and black socks**
- **Black non-marking running shoes**
- **Black Classic Fox 40 Whistle and Black Lanyard**
- **OPTIONAL: Black CABO Jacket - BOTH officials must have them to wear them**

Please contact Ed if you do not have a striped referee shirt, and he will order one for you.



HIGH SCHOOLS

KBOA serves the following 11 high schools and 2 leagues. Our website has directions to each school via Google Maps.

- South Kamloops Secondary School - 821 Munro Ave, Kamloops, BC
- North Kamloops Secondary School - 730 12th St, Kamloops, BC
- Westsyde Secondary School - 855 Bebek Rd, Kamloops, BC
- Brocklehurst Secondary School - 985 Windbreak St, Kamloops, BC
- Sa-hali Secondary School - 255 Arrowstone Dr, Kamloops, BC
- Valleyview Secondary School - 1950 Valleyview Dr, Kamloops, BC
- St. Ann's Academy - 205 Columbia St, Kamloops, BC
- Kamloops Christian School - 750 Cottonwood Ave (North Shore), Kamloops, BC
- Ashcroft Secondary School - 435 Ranch Rd, Ashcroft, BC
- Barriere Secondary School - 4811 Town Rd, Barriere, BC
- Chase Secondary School - 420 Cottonwood St. Chase, BC

Leagues

- Kamloops Master Men's Basketball (35+), TCC – Middle and Championship Court
- Kamloops Women's League, St. Ann's Academy

SCHEDULER

www.scheduler.ca/gamescheduler/



Scheduler is a web based assigning tool used by the KBOA Assignors to manage game assignments. New officials who register will have an account created by Ed Kincaid. **The client ID is 304.** The User ID and Password will be sent by email. It is then up to the official to manage their account by inputting their availability into the system, updating their contact information as needed and accepting or declining assignments.

EDUCATION

In 2011/2012, KBOA will continue to train officials according to the National Officials Certification Program (NOCP). The NOCP is a cooperative effort between Canada Basketball and the Canadian Association of Basketball Officials (CABO).

The purpose of the NOCP is to assist in the education and development of officials. The program consists of 5 levels. Levels 1- 3 are administered by the Provincial Association (BC Basketball Officials Association - BCBOA), Level 4 by CABO and Level 5 by the Federation of International Basketball Associations (FIBA).

The NOCP outcomes are as follows:



-
- Rule knowledge
 - Floor mechanics
 - Game management
 - Court presence

Each active KBOA official has a level assigned from 1, 2 or 3. Rookies are classified as “Prospect” until they qualify for their first NOCP Level. Most officials are Level 1 or 2. Level 3 is reserved for official that are proficient with using both 2 person and 3 person mechanics. If your NOCP Level is entered incorrectly, please let Paul know.

3 Person Mechanics

Three person mechanics are used for highly competitive match-ups at the college and university levels. They are also used in BC at the provincial high school tournament for both the AAA girls and boys. In addition, KBOA has structured our game fees (see below) to allow the Allocator to assign either 2 or 3 officials per game. This will permit our Level 2 officials to get the on-court experience during the year when and where we choose.

Clinics

Clinics are essential to the development of officials in the KBOA. Rule changes, interpretations and game situations are reviewed at clinics.

Here is the schedule for clinics this year.

Local

- TCC Classroom B - Tues, October 25th - 7 to 9 pm - Rookie and Junior (up to 5 years) Official Training. It will be Court and Classroom combination
- TCC Classroom B - Tues, November 1st - 7 to 9 pm - All Officials - Training - First Half of Rulebook/Modules
- TCC Classroom B - Tues, November 8th - 7 to 9 pm - All Officials - Training - Last Half of Rulebook/Modules
- South Kamloops Secondary - Computer Room - Tues, November 15th - 7 to 9 pm - All Officials - Write Test - Online (The location is still tentative)

Regional

- Vernon - Sat, October 29th at Clarence Fulton Secondary, 2301 Fulton Road. Cost is \$35/person. 8:30–9:00 am Registration, 9:00-10:30 am Classroom Session I, 10:30-10:45 Break, 10:45-12:00 Classroom Session II, 12:00-1:00 pm lunch included with registration, provided onsite., 1:00-3:30 Gym Session I, 3:30-4:00 Question and Answer Period.

Evaluations

Evaluations play an integral role in the learning and advancement of member officials. The association evaluator is our President, Joel Gobeil. He will enlist the assistance of several senior officials and the Educator throughout the season. Joel and his team will commit to



complete one written evaluation per official at a minimum. While we will inform you that we are conducting a formal written evaluation, unscheduled “verbal” evaluations will occur.

If the member requires an additional evaluation, that can be accommodated. A cost of \$25.00 will be taken from the game fee and paid to the Evaluator. Again, please contact Joel directly to arrange.

FEEDBACK PROCESS

Evaluations are our most effective tool our officials better. However, written or verbal evaluations can be stressful because we are providing feedback about your performance as an official. We understand that. We want to ensure you that both positive and constructive feedback will be given.

The feedback is only given to make you a better official. It is designed to be positive and meaningful. Under no circumstances can the Evaluator raise their voice or criticize your performance in a negative way.

While the type of feedback will change, the following principles are followed when we deliver our feedback. Feedback must be...

• Timely	• Respectful
• Honest	• Fair
• Balanced	• Tied to Code of Conduct

Assurance

If you feel that your evaluation experience was inconsistent with these principles, you are encouraged to contact the President as soon as possible. If it involves the President, please contact the Educator. Just like you, our Evaluators need feedback to.

Remember, we will evaluate you based on the following 4 NOCP categories that are informally referred to as the “Package”. As our ultimate goal is develop officials with the “Complete Package”.


1. Rule knowledge
2. Floor mechanics
3. Game management
4. Court presence

We can honestly tell you that there is no perfect game and no perfect official... even the elite officials in the world will admit to that. As you move from a Prospect to a Level 1 official, then from Level 1 to Level 2, etc, the feedback changes from basic floor mechanics and rule interpretation, to game management and court presence.



Consistency

Just like an organization chart, the number of experienced officials gets smaller the closer we come to the top. It is not too surprising that the level of consistency in officiating styles, application and interpretation broadens and increases as they achieve higher NOCP Levels. Elite officials are Level 5 and extremely consistent. They all have the complete “package”.

Caliber	NOCP Level	Level of Consistency
• International	5	
• University	3 / 4	
• College	3	
• Senior High School	2 / 3	
• Junior High School	1 / 2	
• Grade 8 and Under	1	

ASSIGNMENTS

Basketball is now being played year round in the Kamloops area. Adult leagues start in October and high school season opens in December. There are several large tournaments held in December, January and February each year. In addition, spring and summer leagues start in April

You will get assignments directly from the Assignor via **Scheduler**. Please ensure the **Assignor, Ed Kincaid**, knows your availability so that he can assign games to you.

For new officials, Ed will provide a link and a password to Scheduler. For all officials, please mark your availability in Scheduler from October to the end of March.

You are expected to confirm all game in Scheduler. Scheduler will forward a confirmation email and a link to the site. It will also send a reminder email to you the day before the assigned game(s). Ed will also attempt to call you if games are not confirmed

You must have an email address. All communication and game assignments will be done through the internet. The Allocator will remind you via email to update your available in Scheduler at the beginning of the season and mid-year.

If you are a rookie, the type of game if you be assigned will be primarily grade 8 and junior games, and you will be working with a more experienced official.

If you are new to KBOA but have previous officiating experience or have skills which are beyond the norm, please inform the Assignor and he will review your background and ensure you are assigned games suitable to your level.

Important Note:



- We acknowledge that situations do arise that makes it impossible to attend an assigned game. However, all officials you must contact the Assignor if you are unable to make your games for any reason.
- Missing an accepted game without prior notice is unacceptable. KBOA will deduct the amount of that game fee from your account.
- “Unaccepting” a confirmed game in Scheduler within 48 hours may not get to the Assignor. You must contact Ed (calling within 24 hours) if you are cancelling within 48 hours of game time. If you cannot contact Ed, you must contact your partner or someone from the Executive.

FEES AND DUES

Game Fees

In June 2011, we increased the fee structure by 10% that will be introduced over two year.

Level – Boys & Girls (Per Game)	2011/2012	2012/2013
Senior – AAA	\$90	\$99
Senior – AA	\$84	\$88
Senior – A	\$84	\$88
Junior	\$63	\$66
Elementary	\$63	\$66

For the adult leagues, we kept the rate unchanged next year at \$80 per game for Senior Men and \$70 per game for Senior Women and will only introduce the 10% increase in 2012/13 once we have demonstrated an improvement in our level and consistency of officiating in 2011/12.



Flat Fee

We also changed our fee structure to a flat fee per game for our services. This allows the Allocator the flexibility of assigning 2 or 3 officials depending on the match-up and game (i.e. tournament final, AAA boys, men's league).

Official Fee

Each official gets paid on equal share less the Allocators Fee per game.

Mileage

For out of town games we pay 40 cents per kilometer. Mileage is paid to one official that drive as it is expected that officials travel together. \$10 per hour travel time is also paid per official.

Payment

KBOA members that officiate are paid three times a season. The first is before Christmas, the second end of January and third at the end of March. The Allocator will deliver the cheques to each official. Attached to the cheque will be a breakdown of each game officiated, the amount paid per game, a grand total and finally how much fees and dues were deducted.

Allocator Fee

The Allocator job is very complex and time consuming during the year. In every association, the Allocator received payment from the games that are assigned. This amount is deducted from the game fee. It is currently set at 10% per game assigned.

Dues

1. BCBOA - \$80. The amount is deducted off your first cheque. This includes \$20 to CABO, \$10 for Scheduler, \$10 for Insurance and \$40 goes to cover BCBOA administration.
2. KBOA - \$35. This amount is deducted off your second cheque.

Late Cancellation Fine

If an official cancels within 24 hours of game time and there is no acceptable reason, KBOA may fine the official an amount equal to their Game Fee (i.e. \$35 will be deducted from your accumulated game fees). The fine is credited to the Education Fund.

“No Show” Fine

For “no shows”, the official will be fined the amount equivalent to their Game Fee. This amount is credited to the Education Fund. In addition, they forfeit the Game fee. The Game Fee will be given to either the official that had to the referee the game by themselves or the last minute replacement.



“THE RIGHT REF FOR THE RIGHT GAME”

This concept was developed by our association this summer to deal with inconsistency in our service to the adult leagues last season. We wrote each of them and committed to assign only the best suited official to each game and demonstrate a consistent effort for the entire game.

Essentially, the concept allows the Allocator to assign the “right” official that is suited for the specific “right” game. Ed will use several methods, including his personal knowledge of the officials, teams and caliber of play. In addition, we will incorporate the following.

1. Match the type of game and NOCP Level of the official.

Adult Leagues	Level 2
Senior – AAA	Level 2
Senior – AA	Level 2
Senior – A	Level 1
Junior	Level 1
Elementary	Level 1

2. Physical readiness.
3. Feedback from the Evaluator.
4. From the goals that were established by the individual officials on the beginning of the season.
5. Lastly, The concept allows the Assignor to reward officials who put in the effort, show the consistency in play-calling, and work ethic put into each and every game.

Message from the President

“I believe by recommitting ourselves to being better officials that our association will be renewed. We need leadership from senior officials every night and for every game. There is no excuse for “taking a night off”. We are being paid to be the best we can, let's not cheat them. Getting into position by hustling is mandatory not just when you're being evaluated. I hope that we can all strive to become better officials and in doing so better serve the game we all love.”



BEFORE THE GAME

Confirm with your partner

You are expected to contact your partner by phone or by e-mail prior to every game to confirm that both of you will actually be there. If by chance you are in a situation without a partner, you must first attempt to contact the Assignor before you put the ball in play. Accordingly, it's a good idea to have the assignor's phone number in your gym bag. If you confirmed with your partner and if you tried to contact the Assignor, but you still have no partner, you will get paid an extra half-game fee for working by yourself. If your assignor sent you out to work a game solo, the extra half game fee will be applied.

Pre-game discussion

BCBOA asked officials to arrive at least 30 minutes before the start time of your game. The latest you can arrive is **15 minutes**. This time will allow you to meet briefly with your partner and review potential game situations, to review rules or interpretations, and to prepare mentally for the ensuing contest. Officials should use a **Pre-Game Checklist** (next page). A well-prepared official will not be caught by surprise by most game situations. Discussing potential problems will allow both partners to react appropriately should something out of sorts arise during the game.

Post-game discussion

At the end of the game, it is important for the officials to talk about how the game went. This could be about the successful calls or the calls that you may have missed. By talking about these situations, hopefully next time you will make the correct call. Remember that when the game is finished both officials should leave the gym together. This will hopefully eliminate any problems with coaches, players or fans in a tight game situation.



PRE-GAME CHECKLIST

- ✓ Be at gym 30 minutes before Start of Game
- ✓ Pre-Game 20 minutes before Start of Game
- ✓ Arrive on the Court together / Observe Players

- ✓ With 10 minutes to go, the “R” will check in with Table Officials and make sure everything is in order
- ✓ Meet Coaches at 3 minutes - Guest Team first

The Game Before the Game

- Be on the Same Page
- Establish the Tone Early
- Set Expectations

Rule Changes

- New this season (i.e. resetting the shot clock in front court, throw-in line, start clock on touch on throw-ins)
- Tournament Rules

Team Tendencies

- Team History with Opponent - Any Rivalries?
- Players and Coaches - What tendencies do we need to be aware of?
- What style do the teams play?
 - Run and Gun or Set Plays
 - 3 point shooting
 - Post Play or Balanced
 - Pressing the Ball – Full or Half Court

Areas of Responsibility

- Primary and Secondary
- Dual Areas
- Shots from elbows
- Baseline Drives
- Block / Charge
- Shooters
- Presses

Points of Emphasis

- Personal Professionalism
- Hustle
- Say “Please and Thank You”
- Communication
 - Loud Voice and Proper Signals
 - Discuss use of Verbal and Non-Verbal Cues to deal with various situations such as the last shot, 4th team foul, and 2 minutes left in game
- Contact on and by the Ball handler / Dribbler
- Player / Bench Decorum
- Rough Physical Play
 - Fouls – Loose ball recovery (undercutting or jumping on another player)
 - Technical Foul Administration
 - Illegal contact
 - Low Post
 - Freedom of movement
 - Hand Checking
 - Screens

Game Awareness

- Clocks
 - Game and shot – check every whistle, change of possession, timeouts, and resumption of play
- Fouls
 - Number on each Player, Coach and on each team per quarter
- Post Play
- Off-ball and Offensive Fouls
- Dead Ball situations - Pay attention to players passing one another on fouls and to the bench on time outs
- Freedom of Movement
 - Hands that remain on, forearms, body checks, impedes and re-routes are all illegal!
- Dislodging, swimming, clamping (see who clamps who first and crack it!)
- Time Clock and Shot Clock
- Score - Correct? Who makes adjustments
- Conflict Resolution – Players / Coaches
- Adjustments – Half-time / Between Quarters / Time-outs
- Penalty Situation – 5th foul, quarters / 8th foul, halves
- Plays that may need help from Partner
 - Out of bounds / Tip Balls
 - Goaltending / Basket Interference
 - Shot Clock Resets
 - Clock Not Stopped Last 2 minutes of Game
 - Free Throw Shooters
 - Unsportsmanlike / Hard Fouls
 - AND 1 situations / Score or No Score
 - Double Whistles – Who takes it?

Procedure for Upgrading Fouls

- Intentional or Hard Contact – Get together and upgrade

Game Management

- Interaction and questions from Coaches and Players
- Dealing with Table Officials
- Enforcing the Coaches Box
- Resumption of Play after Time-Outs, Fouls and Violations
- Last 2 minutes of the 4th and Overtime - Time Outs and Substitutions

Final Points

- Call the Obvious and Avoid Phantom Calls
- Pay attention to momentum shifts
- Referee the Defense / See the entire play / Be Patient
- Don't guess. Get in position to make the right call - use Partner,



table crew, or game director, if necessary

- Lastly, remember why we are there. Put the Game first



RECRUITMENT - BECOMING A BASKETBALL OFFICIAL

All members of KBOA should encourage their friends and family to become a basketball official. Here is some information to discuss with prospective individuals.

Who can be a referee?

- Any female or male, with an interest, or background in the game.
- Must have a reasonably good level of fitness and conditioning and a willingness to learn.
- A uniform and a rule book are necessary.

What are the benefits of refereeing?

- Get paid to stay in shape instead of paying for it.
- Meet new friends with a common interest.
- You get the best seat in the house.
- Receive regular training from experienced and qualified officials

What are the possibilities?

- Nearly 100 BCBOA officials referee the Provincial High School Championships each year.
- Several BCBOA officials are selected to referee at various National competitions including Midget, Juvenile, Jr College and CIS
- Over the past 40 years, a number of BCBOA officials have been invited and subsequently granted certification as FIBA referees. As a result, they have been selected to work at various international competitions including World Championships and Summer Olympic Games.

What are the steps to becoming a certified official?

- The prospect would go to the BCBOA website, click on [Membership Application](#) and complete the online form and submit. Ask them to put KBOA as the regional association.
- The local association will receive the person's information and we will contact them by email.
- We will meet them and go over any questions they may have plus hand out and this Orientation Package.
- If they apply before October, the person will be invited to attend the rookie and regular training sessions. They will also get direct support from the Educator and a mentor throughout the year.
- If they apply during the season, the Educator will provide them training material to review plus support and guidance.



KBOA CODE OF CONDUCT

Philosophical Statement

A Code of Conduct, to influence the action and conduct of those who associate with the development and/or delivery of KBOA programs and activities is presented below. It is incumbent on all KBOA members to educate representatives, including visiting referees, clinicians, evaluators, speakers, and members of the Association to adhere to this code. The President shall be informed of any complaints regarding **Code of Conduct** violations.

General Conduct

KBOA members and representatives are expected to uphold the highest standard of ethical behavior and personal conduct at all times, and are responsible for conducting themselves in such a way as to represent KBOA in the most favorable light at all times. Members are bound to exhibit and encourage behavior, which is consistent with the bylaws and Code of Conduct of the KBOA. The KBOA is committed to providing an environment that prohibits discrimination based on the grounds of race, colour, ancestry, place of origin, religious beliefs, gender, age, marital status, family status, source of income, and sexual orientation

Important Note

Officials that belong to BCBOA must referee games that are sanctioned by our association (i.e. High School, Masters Men's League). No games can be assigned to any official that is officiating in an unsanctioned league (i.e. Men's League).

KBOA Bylaws - Article II - Conduct

- Must maintain a fit level of physical conditioning and appearance.
- Must report on time to assignments. 'On time' is defined as at least 20 minutes prior to game time. If for any reason you will be delayed you are expected to contact the allocator.
- Must maintain clean and prescribed dress.
- Must only accept games from the KBOA Allocator.
- Must always act in a professional manner so as to enhance the reputation of the KBOA and its members.
- An official should always attempt to act in a calm and courteous manner when dealing with coaches, players, fans or other coaches.
- An official cannot let their personal feelings interfere with their decisions or conduct.
- An official must treat every game as important and never show disinterest in a game.
- An official must always check with the minor officials to reduce errors.
- An official must always support his/her partner; discussion should occur away from players, coaches and fans.
- Officials who are watching a game should refrain from commenting on their colleagues who are officiating a game in progress. Neither should officials participate in discussions with players, coaches, or fans about any other official or any game call



by another official.

I, _____, acknowledge that I have read, understood and agree to adhere to the KBOA Code of Conduct this _____ day of _____, 20____.

x _____

Signature

Please sign and return to any Director of the Association. The original will be kept on file with the Association President.