

Officiating Checklist

Responsibilities	Yes	No	N/A
Pre-Arrival			
1. Check Equipment for Serviceability			
2. Check Arbiter/Accept Game			
3. Get Familiar with Game Site			
4. Call your partner/referee (Let them know game site/location/arrival time/cell phone)			
5. Review your responsibilities for assignment (R/U1/U2)			
6. Game day (check with partner, arbiter, equipment, arrival time)			
7. Review at least one rule prior to game/One item you want to work on			
8. Ensure you leave enough time to arrive and pregame/call early if your running late			
9. Dress appropriately (preferably pack uniform)Attire business casual			
Arrival			
Locate the gym			
2. Immediately locate the Administrator for the game			
3. Introduce yourself in a professional manner			
4. Administrator discussion: Game time, location during game, security, dressing room, scorer, timer, clock status, game protocol, visiting team arrival status, unique events			
5. Walk the gym (safety issues, court, bench areas, rims, backboards, obstructions,)			
6. Avoid discussions with fans, students or coaches, if possible			
7. Proceed to Dressing Room (Check equipment/stretch/focus)			
8. Dress and prepare for pregame			
Pre-Game Briefing			
1. Give referee full attention (Basketball from this point on only)			
2. Discuss Previous Game situations			
3. Discuss New Rules/Points of Emphasis			
4. Discuss Assignments (R/U1/U2)			
5. Discuss pre-game positioning on the court			
6. Discuss Mechanics (See Checklist)			
7. Discuss consistency throughout game			
8. Discuss Technical, flagrant, intentional fouls			
9. Team, coach, fan behavior			
10. Discuss double/inadvertent whistles			
11. Discuss last second shot, scoring & timing issues			
12. Discuss exiting the court halftime/end of game			
13. Philosophy and game management (consistency, rivals, warnings)			
14. Stress professionalism during game			
Pre-Game Court			
1. Enter court as a team			
2. Go directly to positions/ hands behind back(parade rest)			
3. Count players/check for uniform & equipment legality (Report to referee)			
4. Observe team pregame for style of offense			
5. Find captain and introduce yourself (Let him know pre-game conference time)			
6. Leave fans, players, coaches alone/Avoid conversations			
7. Look for safety issues/administrator/court issues			
8. Escort captain to pre-game conference			