

# SECTION 3

## OFFICIALS

### Officials Application and Selection Process

#### *Selection*

- Officials for the tournament will be selected through a bid process.
- Officials must submit application and bid information within the prescribed deadline period for consideration. The initial deadline for consideration should be three weeks prior to the tournament.
- An email should be sent to all applying officials indicating their application was received.
- The Tournament Director and the Director of Officials will be responsible for the final selection of officials.
- EVERY EFFORT should be made to have as many institutions from within the region represented.
  - Examples of “every effort” include: phone calls and emails to directors from within the region.
  - When determining the final officials’ roster, no more than two officials per institution should be *initially* selected.
  - If roster spots remain available, selection can then be made regardless of institutional affiliation.
- A minimum of two weeks prior to the event, email notification should be sent to all officials, both those selected and those not selected to work the tournament.
  - Officials selected to work the tournament should be informed of uniform requirements in this notification email.
- *When selecting officials to work the regional or national tournament, primary consideration should be given to the true “student” official. Similar to the restriction on players at the tournament, officials who are current NCAA collegiate referees should not be selected to referee at NCCS events (if it can be avoided).*
  - Students who have this type of experience can be more useful serving in some committee capacity. In addition to being better for the tournament, it will also better facilitate that student’s personal growth and development.

#### *Number*

- The total number of officials should be equal to 1.5 crews per field/court. Ideally, however, the number would be 2 officials per field/court.
- All games should be officiated using four officials for football and three officials for basketball.  
Examples:
  - 5 flag football fields = 30 officials
  - 5 basketball courts = 23 officials

#### *Amenities*

- A dressing area separate from the team dressing area must be provided for officials. This dressing area should also include showers and restrooms.
- Please ensure that officials have transportation to and from the host site.
- Hotel rooms should have no more than four officials.

## Training

### *Officials Committee*

- The members of this committee will be responsible for evaluation and education of the students.
  - Their duties will include, on court and video evaluation along with a pre-tournament education clinic.
  - It is necessary that the members of this committee be present for the entire tournament, including the pre-tournament staff meeting.
- The Officials Committee should meet prior to the 1<sup>st</sup> officials meeting.
- Email communication regarding training agendas should be sent no later than one week prior to the tournament.
- The Officials Committee should meet 1.5 to 2 hours before the scheduled officials meeting.
- This meeting should be scheduled to end 30 minutes prior to the start of the officials meeting
- The Director of Officials should utilize this meeting to:
  - Explain an evaluation/critique/teaching philosophy that is “student development” oriented.
  - Cover the general schedule of events, including: game times, meeting times, meals, etc.
  - Set forth expectations of Officials Committee members.
  - Provide training, if needed, on use of audio visual equipment focusing on guidelines for proper “film breakdown” techniques.

### *Officials Sub Committee*

- The members of this committee will primarily be composed of graduate assistants or outstanding undergraduate students.
- The purpose of this committee is to give access to those that might not have the necessary experience to serve on the officials committee.
  - Sub-committee members will be teamed with members of the officials committee, providing ample opportunities for further student development.
  - The sub-committee’s duties will include on court and video evaluation along with a pre-tournament education clinic.
  - It is necessary that the members of this committee be present for the entire tournament, including the pre-tournament staff meeting.

### *Game Officials*

- The initial training session for game officials should be scheduled to last between two and three hours.
- This training session should be on the first day of the tournament or if possible the day before play begins.
- This training session should focus on the following: See Appendix for approved official’s clinic agendas.
  - Advanced officiating concepts (3-person for basketball and 4-person for football).
  - Conflict resolution
  - Game management strategies
  - Philosophy of officiating
  - Communication:
    - Working with new partners
    - Officiating new teams

- Receiving evaluations
- General tournament expectations:
  - All officials should arrive and must be on the field/court 30 minutes prior to the game.
  - Behavioral
    - Interactions with teams and/or other officials (off and on the court).
  - Social events
    - DO NOT include officials in social gatherings held in connection with the championship participants.
  - Field/Court/Facility lay out
  - Meals
  - Meetings
  - Uniforms

### **Meetings for Game Officials**

- Meeting times and locations should be set in advance and discussed at the initial training session for officials.
- Meetings should be held one hour prior to all subsequent days of the tournament.
  - All officials should come dressed and ready to officiate.
- Utilize these meetings to discuss any problems, answer any questions and distribute game assignments.
- All members of the Officials Committee should have an opportunity to provide feedback and comments regarding the previous day.
- Must coordinate with the Tournament Director to ensure that meeting times are considered when games are being scheduled.
- The room for these meetings should have audio visual and internet connectivity and provide comfortable seating.
- The Tournament Director should provide the following:
  - Computer
  - TV with VCR and/or DVD
  - Projection screen
  - Dry erase board
  - Copy machine and/or printer if possible.

### **Schedules**

- The scheduling should be completed by the Director of Officials and the assistant director.
- Too much involvement in the scheduling process can lead to difficulty.
- The Director of Officials and the assistant director are responsible for devising a method to track the number of games worked by each official. The Tournament Director will need this information to properly pay the game officials.

#### *Scheduling Philosophy*

- The initial game schedule should be distributed at the meeting prior to the first game.
- All subsequent game schedules should be distributed at morning meetings and natural tournament breaks, such as meals.

- If possible, the initial schedule should have officials from the same school working on the same crew. Rationale: having partners that are comfortable with each other can facilitate a smoother start to the tournament.
- Through pool play, every effort should be made to schedule officials to equal numbers of games
- Every effort should be made to rearrange officiating crews at the natural breaks that occur in the tournament game schedule.
  - This ensures that officials get an opportunity to work with as many partners as possible.
  - Additionally, it allows the Officials Committee the opportunity to observe officials' teamwork abilities when working outside of their comfort zone.
- If possible, officials scheduled to work the last game of the night should not be scheduled to work the first game the next day. This can be difficult because crews will, more than likely, be rearranged for the next day.
- If the integrity of the tournament would not be impacted, every effort should be made to schedule every official to work one game on the final day.

#### *Scheduling Method*

- Input from Officials Committee Members should be given, especially when determining schedules for the second and/or third days of the tournament.
- The Director of Officials should solicit the following information:
  - Crew leaders
  - Weaker/less experienced officials
  - Potential personality conflicts
- From this information the Director of Officials and the assistant director should rank each official as a 1, 2, or 3. Every effort should be made to have crews comprised of at least one official from each category.

#### *What to Avoid*

- Scheduling an official to referee a game involving his/her own institution.
- While officiating, no official should wear institution-related apparel, be it from his/her own school, fraternity/sorority, or from another institution participating at that tournament.
- Scheduling officials to long stretches of games, e.g. back-to-back. Every effort should be made to give each officiating crew one game off. See Evaluation section below.

## **Evaluation**

#### *Philosophy*

- The purpose of evaluations is to educate and instruct.
- Evaluations should focus on constructive criticism and as such should be presented in a positive manner.
- Officials Committee Members are educators first and should treat the evaluation process as such.
  - Regional and national championship tournaments **are not** officiating camps.
- "Tearing down" or "breaking down" student officials should be avoided unless absolutely necessary
  - KEY CONCEPT: Behavioral/off-court issues are different than officiating/on-court related issues

#### *Film*

- If possible, one court/field should be set up with a video camera.
- Ideally, a DVD video recorder should be used in order to better facilitate making copies of the game(s) for each official.



- Additionally, in an ideal situation, the on court/field evaluator(s) for the “film court/field” will be able to use a wireless microphone.
  - When using the microphone, evaluators should keep in mind the official’s evaluation philosophy.
- If possible the host institution should provide one student to serve as an audio-visual specialist.
- One film breakdown room should be provided, near the filmed court/field, in order to facilitate the learning process, i.e. film break-down.
- Each official should receive, prior to leaving the tournament or in the mail, a copy of the game(s) he/she worked on the filmed court/field.

## **Playoffs**

- If the integrity of the tournament would not be impacted, every effort should be made to schedule every official to work one game on the final day.
- After the first round of bracket play, the pool of officials should be narrowed down.
- Input from the Officials Committee becomes critical at this juncture. Different methods can be utilized, including: private ballot; open discussion; and a combination of discussion, then balloting.
- When considering scheduling the final game(s), every effort should be made to ensure that an official does not work a semi-final in the same bracket in which s/he may also work the championship game.

## **All-Tournament**

### *Selection*

- When determining the All-Tournament Officials, several things must be considered:
  - Overall tournament performance
  - Being responsible in all off-court actions and a good representative of his or her respective institution and of the tournament staff (e.g. attendance at all meetings, etc.).
  - Attitude, receptivity for critique, communication, leadership with other officials, and improvement.
- In addition to the Officials Committee, the tournament officials should be given an opportunity to voice their opinions about the best officials at the tournament. This can be done most effectively via private ballot. (e.g. sometime during the meeting on the morning of the last day of the tournament, distribute paper and ask each official to rank the three best officials).
- The Director of Officials should have the above information prior to meeting with the Officials Committee.
- If an NCAA college referee is officiating at a regional or national tournament, that official should NOT be considered for an All-Tournament Award or a travel stipend.

### *Announcement*

- At the conclusion of the tournament, the Director of Officials or the Tournament Director should announce the recipients of the All-Tournament Awards.

## NCCS Regional/National Tournament Basketball Official's Evaluation Guide

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### 1. Live Ball Rotations

- *Lead Position – Close Down:* Does the official close down to the near lane line extended and pause to make sure that the ball settles before rotating?
- *Lead Position – Moving Quickly:* Does the official move quickly after the ball settles to complete the rotation?
- *Center/Trail:* Does the Center/Trail Official pickup the live ball rotation quickly and keep the play boxed in?

### 2. Call Selection

- *Hand Checking:* Is the official preventive? Does the official understand and apply advantage/disadvantage in call hand checking fouls? Does the official understand and apply the Rhythm, Speed, Balance, Quickness (RSBQ) philosophy when making this call? Is the official consistent?
- *Block/Charge:* Is the official consistent throughout the game in making this judgment? Is the official refereeing the defense? Does the official understand when a player has established a legal guarding position and is playing good defense? Are they applying the principle of verticality?
- *Shooting Fouls:* Does the official understand when a player has gathered the ball and started the throwing motion? Are they consistent with their judgment? Are they applying the principle of verticality?
- *Quality/Quantity:* Does the official utilize opportunities to pass on game interrupter fouls/violations, except when unsporting or flagrant in nature? Is the official rewarding good defense?
- *End of Game Officiating:* Does the official understand when a team is going to foul at the end of the game and get the first most obvious foul to keep control of the game?

### 3. Applying Advantage/Disadvantage

- In general, does the official understand and interpret contact situations by applying the advantage/disadvantage concept, realizing the difference between incidental contact and that which is a foul?

### 4. Signals/Mechanics

- *Violations:* Does the official know and use proper signals? Does the official clear the players so that everyone can see what they are calling?
- *Foul Reporting:* Are the proper signals used to communicate with the table, players, spectators, and fellow officials? Does the official clear the players prior to reporting so the table has a clear view? Does the official use his/her voice to aid in communicating with the table?
- *Counting:* Does the official utilize the appropriate counts? Does the official speed up when nearing the end of a count or when running?
- *Whistle:* Does the official have a strong whistle and know when to blow it with regard to violations, jump balls and fouls?
- *Clock Mechanics:* Does the official use the proper clock management signals to communicate with the table, players, coaches and fellow officials? Does the official understand when they are responsible for the clock, especially at the end of the game?

### 5. Game Management

- *Player Interaction:* Does the official use proper preventive officiating methods (i.e. verbally warning players for actions which could lead to a foul or violation, talk players through clearing the lane prior to 3-second violations, etc.)? Does the official relate well with the players in a pleasant but fair and firm manner?
- *Coach Interaction:* Does the official understand when to respond to the coach versus when to listen? Does the official remain calm or do the argue or coddle the coach (by explaining too much or too often)?
- *Showing Strength:* Does the official look confident when putting air in the whistle? Does the official stay with the foul and close down or do they immediately bail out to report the foul?
- *Dead ball Officiating:* Does the official properly use the quiet word technique? Does the official know when to utilize public warnings and the stop sign versus the quiet word? Does the official assist the players with lining up for free throws and in-bounds plays? Is the official keeping the player boxed in when they are not the calling official?
- *Being aware of Substitutes at the table:* Is the official aware of subs being at the table prior to the signal from the table?
- *Appropriate Use of Technical's:* Does the official understand when to put the hammer down? Does the official have a quick "T"? Does the official antagonize the player when issuing a technical? Does the official remove himself/herself

from the situation after issuing a technical? Does the official understand when to assist their partner in issuing a technical?

## **6. Court Coverage**

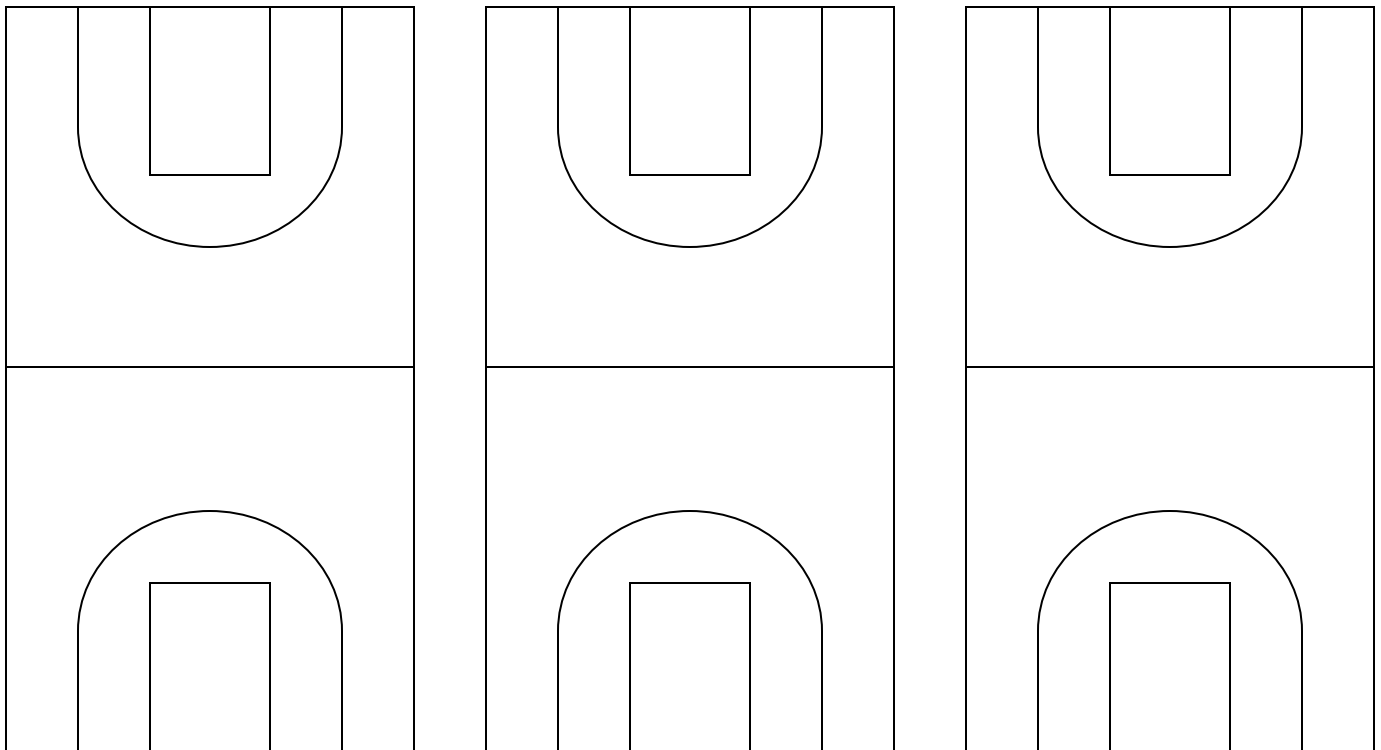
- *General Court Coverage:* Does the official understand the primary, secondary and shared area responsibilities of court coverage for each position. Does the official understand the concept of holding their whistle when the foul occurs outside of primary? Does the official understand the principle of no long switches and when to use appropriately?
- *Off-ball Coverage:* Does the official concentrate on their areas of coverage with special attention to off-ball action or do they routinely make calls out of their own area or tend to follow the ball too much?
- *Press Coverage:* Does the official understand when to help and actively assists his/her partner with press coverage or do they routinely move up the court to their final position?
- *Keeping Play Boxed In:* Is the official confused when they move to a position or do they have the ability to “read” the play and get to the proper position?
- *Getting Appropriate Angles:* Does the official position themselves to see through the play by looking between the players or do they position themselves too close to get a wide angle view to see the whole play or they are putting themselves in a straight-lined angle?
- *Hustle:* Does the official maintain a consistent pace throughout the game during live and dead ball periods? Is the official getting to the appropriate spot on the floor in time to officiate the play?



**PART 3 – GENERAL COMMENTS**

|  |  |  |
|--|--|--|
| <p>Official: _____<br/>Rating: _____</p> | <p>Official: _____<br/>Rating: _____</p> | <p>Official: _____<br/>Rating: _____</p> |
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**PART 4 – COURT DIAGRAMS**



## NCCS Regional/National Tournament Officials Clinic & Meeting Schedule (Single Track)

- 4:00 pm Officials Committee Meeting**
- Tournament overview
  - Role of the committee/Committee Professionalism/Chair Expectations
  - Evaluation process – importance of writing comments
- 5:00 pm Official Check In, Welcome and Introductions, General Info:**  
Introduction of committee
- Introduction of officials
  - General Tournament Information
    - Team info/Tournament format
    - Site supervision/Trainer/Table Personnel
  - Payroll Info
  - **Official's Training Format**
  - Other odds and ends
- 5:15 pm Goals for the Weekend:**
- Officials' Goals – What do you hope to get out of the weekend?
  - Goals of the committee/Role of the Committee
    - Evaluation Process
    - Information on the National Tournament
- 5:25 pm Professionalism & Appearance**
- 5:30 pm Tournament Specific Rules:**
- Tournament rules
  - Timing
  - Technical Fouls/Ejections (Philosophy/Procedures)
  - State High school variation
- 5:40 pm Three Person Mechanics: – 60 minutes**
- In-class PowerPoint presentation – **15 minutes**  
**Divide officials into 4 groups**
  - On-the-court stations at 10 minutes each (required) – **40 minutes**
    1. Foul Calling/Reporting
    2. Jump Ball and Transition
    3. Free throw administration
    4. Rotations (Flex)
- 6:45pm Additional Information (court-side)**
- Dead Ball Officiating
  - Play/Coach Relations
  - Sportsmanship
- 7:00 pm Closing Remarks**
- Announcement of the next meeting time

## NCCS Regional/National Basketball Tournament Officials Clinic & Meeting Schedule (2-Tracked)

### Friday – Site TBA

- 4:00 pm**      **Officials Committee Meeting**
- Tournament overview
  - Role of the committee/Committee Professionalism/Chair Expectations
  - Evaluation process – importance of writing comments
- 5:00 pm**      **Official Check In, Welcome and Introductions, General Info:**  
Introduction of committee
- Introduction of officials
  - General Tournament Information
    - Team info/Tournament format
    - Site supervision/Trainer/Table Personnel
  - Payroll Info
  - **Official's Training Format**
  - Other odds and ends
- 5:15 pm**      **Goals for the Weekend:**
- Officials' Goals – What do you hope to get out of the weekend?
  - Goals of the committee/Role of the Committee
    - Evaluation Process
    - Information on the National Tournament
- 5:25 pm**      **Professionalism & Appearance**
- 5:30 pm**      **Tournament Specific Rules:**
- Tournament rules
  - Timing
  - Technical Fouls/Ejections (Philosophy/Procedures)
  - State High school variation
- 5:40 pm**      **DIVIDE OFFICIALS INTO TWO GROUPS**
- 5:45 pm**      **Points of Emphasis: *ADVANCED OFFICIALS***
- Advantage/Disadvantage
  - Game flow
  - When is a foul a foul?
- 5:45 pm**      **Three Person Mechanics: *INTERMEDIATE OFFICIALS***
- Classroom power point
- 6:00 pm**      **Open Forum of Topics – *ADVANCED***
- Case & Tricky Plays/Other
  - Why is that foul a foul?
- 6:30 pm**      **On-court station work (10-12 minutes per) – *INTERMEDIATE***
- **Station 1** – jump ball/front court coverages/primaries/transition
  - **Station 2** – FT administration and positioning
  - **Station 3** – Foul reporting/table mechanics/special situations

- 7:00 pm **Break and reassemble entire group – Court Side**  
**If time does not permit for scrimmage games – end the clinic here**
- 7:10 pm **Wrap-up/On-court Scrimmage Format Discussion**
- Get 2 teams from host institution, if possible.
  - Can be 2 teams in tourney if desired/needed.
- 7:25 pm **Move to court/prep for scrimmage/assign 3 groups**
- 2 small groups – INTERMEDIATE
  - 1 group - ADVANCED
- 7:30 pm **On-court Scrimmage – ALL OFFICIALS**
- Intermediate with 2-3 clinicians, discussing plays that occur
  - Advanced officials with 2-3 clinicians, discussing plays that occur
  - 3 clinicians officiate; other clinicians break into 2-3 groups and evaluate.
  - Do 10-15 minutes of game time running clock, stop last 1:00 if you want to cover end of game plays.

## **NCCS Flag Football Tournament Regional Officials Clinic Agenda**

Clinic Length: 2.75 hours (Break time/transitions not allotted in figure)

Materials Needed: Projector and screen, Computer with internet access, dry erase board, pencils/pens, tables, chairs, flag belts, footballs, penalty flags, and field marker cones

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Meet with officials' staff 30 minutes prior to clinic to review schedule, evaluation format, expectations, and any miscellaneous items.

Agenda may be altered to include time for guest speakers.

- 3:00 pm      Introductions of staff and officials**
- A. Expectations (timeliness, professionalism, discussion of teams and other officials, behavior off campus, uniform, etc.)
  - B. Meeting times/locations
  - C. What evaluators are looking for from officials (receptiveness to feedback, interaction with evaluators & other officials, adaptability, etc.)
- 3:10 pm      Current NIRSA Rule changes**
- 3:15 pm      Tournament Rules (differences, if any)**  
e.g. Field Dimensions
- 3:20 pm      4 Person Mechanics (field station work if possible)**  
**(Note: 1. Station work should be based upon the NIRSA Teaching Stations, 2. If station work is not possible, review NIRSA Flag Football Officials' Training DVD (Referee, Line Judge and Back Judge positions only) or the Flag Football Training website)**
- A. Play Coverage (Referee and Line Judge)
  - B. Play Coverage (Field Judge and Back Judge)
  - C. Goal Line and Reverse Goal Line Mechanics
  - D. Kick Coverage
  - E. Hash Mark Mechanics
- NOTE: Discuss the importance of crew communication in each station.
- 4:00 pm      Whistles and signals (station work if possible)**  
NOTE: If using field stations transition time will need to be added.
- A. Whistle Mechanics (Out of Mouth, Know before you blow) and Inadvertent whistles
  - B. Flag Football Signals (Selling the call)
  - C. Throwing the Flag (Spot vs. No spot fouls, Continuing to officiate, Covering flags)
- 4:30 pm      Game Control and Sportsmanship**
- A. Communication/Relationships between officials and teams
  - B. Know the difference between personal fouls and unsportsmanlike conduct
  - C. Basic tournament expectations and answering reasonable questions
  - D. Guidelines for handling different types of play situations (profanity, demonstrations, taunting, dissent, etc.)
- 5:00 pm      Penalty Enforcement**
- A. Terminology (All-But-One, Double Foul, Multiple Foul, Clean Hands Principle, Half the Distance)
  - B. Basic Spots (Previous Spot, End of the Run, Succeeding Spot, Spot of Foul)
  - C. Loss of Down (5 LOD Penalties) and Auto First Down (3 AFD Penalties)
  - D. Live Ball and Dead Ball (Field and Mishaps)



- 5:20 pm Two-Minute Mechanics**
- A. When the clock starts/stops
  - B. Out of bounds Mechanics
  - C. First Downs
  - D. Starting the clock (whistle vs snap)
  - E. Communication (signals & mechanics)
- 5:25 pm Co-Rec Rules**
- A. Scoring
  - B. Open/Closed plays and penalties
  - C. Mercy Rule
  - D. Illegal Advancement vs. Illegal forward pass through the neutral zone
- 5:30 pm Pre-game duties/Overtime Procedures**
- A. Have pregame with fellow officials (communication, plays)
  - B. Meeting the Captains
  - C. Player Equipment
  - D. Coin toss and team options (offense, defense, defer)
  - E. Overtime
- 5:40 pm Closing**
- A. Protest procedures/Ejections/Injuries
  - B. Payroll, Housing Arrangements, Meals, Transportation (if applicable)
  - C. Questions
  - D. Crew Assignments

## **NCCS Flag Football Tournament** **National Officials Clinic Agenda**

Clinic Length: 4.25 hours (Break time not allotted in figure)

Materials Needed: Projector and screen, Computer with internet access, dry erase board, pencils/pens, tables, and chairs

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### **Day before Tournament begins:**

Meet with officials' staff 30 minutes prior to clinic to review schedule, evaluation format, expectations, and any miscellaneous items.

**3:00 pm      Introduction of Staff (Officials and Evaluators/Clinicians)**

**3:05 pm      Guidelines & Expectations**

- A. Expectations - Timeliness, discussion of teams and other officials, behavior off campus, receptiveness to feedback, interaction with evaluators & other officials, adaptability, etc.
- B. Professionalism
- C. Uniform and Equipment
- D. Crews/Assignments - Given each morning
- E. Meetings - Before and after each day of competition
- F. Payroll
- G. All American Selections
- H. Awards Ceremony
- I. Discuss Scorekeeping and Sportsmanship - Review score sheet and proper completion
- J. Housing arrangements
- K. Meals
- L. Transportation
- M. Protests
- N. Ejections
- O. Injuries

**3:35 pm      Mechanics Review**

**(Note: The NIRSA Flag Football Officials' Training (only Referee, Line Judge and Back Judge positions) or the Flag Football Training website could be used to cover mechanics)**

- A. New Mechanics
- B. Areas of Coverage
- C. Mental Checklist/Keys
- D. Goal Line & Try
- E. Reverse Goal Line
- F. Kick Coverage and Punts out of bounds
- G. 2 Minute Mechanics
- H. Crew communication

**4:15 pm      Rules and Points-of-Emphasis**

- A. Rule Changes for Current Year
- B. Co-Rec
- C. Pass Interference
- D. Flag Guarding
- E. Blocking/Rushing contact
- F. Extension of Periods
- G. Unusual plays
- H. Momentum



- 5:00 pm**      **Penalty Enforcement Review/Test**  
(Note: The NIRSA Flag Football Officials' Training DVD available to review terminology and types of plays)  
A. Terminology  
B. Types of plays, basic spots  
C. Penalty Enforcement Test
- 5:45 pm**      **Review and breakdown of videotape plays**  
(Video source: NFL Official Review on NFL Total Access)
- 6:30 pm**      **Game Control and Sportsmanship**  
A. Know difference between personal fouls and unsportsmanlike conduct  
B. Basic tournament expectations  
C. Communication with players and coaches  
D. Guidelines for handling different types of play situations (profanity, demonstrations, taunting, dissent, etc.)
- 7:15 pm**      **Wrap-Up and last minute points**
- 7:25 pm**      **Guest Speaker(s) if available**