

Preparation (Head Referee)

Thursday evening/Friday morning:

1. Obtain the names of non-playing referees from Arbiter.
 - A. Day/date and start time of tournament, age groups playing (Remind NPRs should be arriving no later than 30 minutes before the 1st match start time.)
 - B. Email all the NPRs and tournament director - include in the email
 - C. Location of tournament
 - D. Expected color shirt to wear
 - E. Expectations regarding time management.
 - F. Ask if anyone has conflicts with team playing
 - G. Any special pools /situations - normal local tournaments, the NPR will work matches 1 & 4 or you can work matches 2 & 5 (teams that have 2 work assignments).
 - H. If necessary - assign start times for each official, court assignments
 - I. Head referee cell phone number (for emergencies).
 - J. Ask for a reply to confirm official saw the email.

Friday night (Head Referee)

Obtain the tournament pool sheet from AES, determine if there is 1 NPR per court or in case of 12's and under, or NPRs on all matches, make out a work schedule for the NPRs splitting the matches as evenly as possible.

Tournament day Head Referee responsibilities

1. Introduce yourself to the TD, ask if there is an assigned area for the referees
2. Arrive at facility 45 minutes before tournament start
3. Examine the facility for basketball baskets, overhead objects, non-playable areas, two-meter court clearances, etc. Set the ground rules in compliance with the playing rules. Communicate the established ground rules to all assigned referees.
4. Attend the Coaches meeting conducted by the TD (if one is conducted)
 1. Participate in meeting - introduce yourself and any other NPRs attending
 2. Go over your expectations of coach/parent conduct
 3. Review player ref responsibilities
 4. Review any special playing conditions - obstructions, service zones etc..
5. Verify with each NPR or the TD that 3 teams have appeared for the 1st matches on each court (2 playing teams and 1 work team)
6. If an official is not in the building by 20 minutes before starting time, call that official and determine ETA.
7. If necessary, call the Region's Referee Assigner, Sondra Johnson, 301-613-1558, or the Referee Chair, Rebecca Johannes, 202-409-7006. If the present non-playing referees cannot cover all of their assignments. Recruit quality player referees to work the unfilled assignments for pay.
8. Be sure to relay any special playing conditions (ground rules) and match formats to each NPR before the 1st match
9. No later than the middle of the second set of the first match, verify with the TD that every team has checked in. In the event a team doesn't show once play has begun, teams on the court of a no-show team may need to play another set - that will be determined by the TD.
10. Once play starts, you oversee any and all playing issues and resolve any protests with the TD involved.
11. At some point in the day get each work NPRs mileage (round trip) & rating. For convenience a form is attached (NPR rating and info sheet)

12. Before leaving - get the number of ratings each NPR performed - during normal CHRVA events officials can only get a ratings pay on those matches that were officiated by players from the work team. Usually a maximum of four ratings can be paid. (NPRs officiate two pool play matches and players work the other four).

Tournament Director

The tournament director (TD) runs the tournament and oversees its administration. Any changes to the pools or tournament format is the responsibility of the TD.

Non-player referees (NPRs)

1. Obtain a game ball - should be fairly new, no tears or rips; check net for proper height and antennas
2. Obtain all necessary paperwork for the match.
3. Check teams for illegal uniforms - Liberio must contrast - if in doubt contact the HR.
4. Conduct the coin flip - put serving team on the court if both teams have been warming up.
5. Ask the work team who will be the R1 and R2. Have a brief talk with them about any special conditions and determine their level of ability.
6. If we are in the evaluation time period (Jan -~March)— ask if either R1 or scorekeeper need an evaluation performed.
7. If evals are to be performed - stay at the court as much as possible.
8. Officials now receive a stipend for facilitating the 4 pool matches that player refs are working. NPRs should be nearby their court during play and not sitting in the referee room.

Team Player Referees

1. Unless specified in the tournament protocols, each team must provide players to officiate a match when they are the scheduled work team. Some tournaments require NPRs for the R1 at all times (12s, Regionals and major CHRVA events). During rating season, some players may not have completed their ratings. After April 1st, each team should have a certified referee and scorer.
2. Non CHRVA teams may not have a player capable of being the R1. In that instance the work team coach usually will officiate unless the team has already notified the TD and paid for NPRs to work their matches.
3. NPRs should be standing by the Junior R1 for at least the first match and depending upon strength of the R1 may need to stay at the R1s side for both sets.
4. Should an egregious error occur during play, the NPR is expected to insert themselves into the match and correct the error to the fairest extent possible. Since most player officials don't carry cards, the NPR may issue cards if requested by the R1 and in the NPR's mind a card is justified

Junior Evaluations - R1 and scorekeeping

1. All USAV certified officials may perform junior evaluations of the R1 and scorekeeper.
2. Players cannot receive both evaluations from the same NPR.
3. NPR's can only get a maximum of 4 rating stipends per day. NPR's may be signing significantly more evaluations, however, you can only earn pay for 4.

Protest Committee

Select at least two or three certified, experienced referees to serve on the protest committee. Any protest must be resolved immediately by at least two available protest committee members.

Tournament Flow

1. The first match for each court will start as scheduled. The remaining matches are on a running schedule.
2. All NPRs are to monitor the end of each match on their court. Do the captains' meeting and coin toss of the next match. Time between matches should be no longer than 12 minutes.

Supervision

1. Adjust the referee work schedule if a non-playing referee may not be able to work an assignment because one court falls behind.
2. Advise any referee misapplying the rules. Tactfully address any problems or complaints about the officiating.
3. In the event of a conflict or a situation develops whereby an official has continuous problems with a team, coach or parents, the HR is permitted to move the official to another court to diffuse/de-escalate the situation.
4. The HR should stay in close contact with the TD.

Playoffs

1. The TD will identify and notify the playing and work teams for each playoff round. Normally AES is used to determine the playoff structure and position of teams in the playoff.
2. At most tournaments, all teams move on to the playoffs.
3. Start the matches for the playoffs as soon as the TD has determined the 3 teams (2 playing and a work team) on each court.

Head Referee Report & Officiating Fees

1. The Head Referee report is now an electronic form and should be used to submit all the information.
2. A paper form can be used to assist with the submittal but do not send the paper form to CHRVA.
3. This year we are requesting all HR reports be submitted electronically.
4. In some instances, the submittal can occur once the HR arrives at home and enters the information on his/her computer. Many TD's host events on Saturday and Sunday and are submitting a single payment.
5. Double check the information - mileage, evaluations and number of matches to be sure your information is accurate. Too much time is spent cleaning up HR reports that are submitted with errors.
6. In some situations you may be asked to complete the report at the site. The TD will receive an email once the HR report is submitted. The TD can then give you a check, if necessary for submittal to CHRVA.

Officials payments

1. The CHRVA-AAVO treasurer will electronically pay the referees using Refpay.
2. Information from the HR report will determine the official's total pay.

3. Normally an official can see what they earned in Refpay before it is actually released for payment.
4. Payment usually occurs 2-3 weeks after the tournament.