

Basketball Officials of Metrolina (BOOM) Standard Operating Procedures

- **BOOM (Standard Operating Procedure) provides specific guidelines relative to our associations expectations regarding conduct, game day protocol and officiating performance. This document should promote consistency as an association as we enter into the season if we all adhere to these guidelines.**
- Be Professional at all Times - Every member of the officiating profession carries a responsibility to act in a manner becoming of a professional person. Your conduct as an official influences the attitudes of the student-athletes, coaches, athletic directors, school administrators, partners and fans toward the profession in general as well as toward the official in particular.
- Officials shall master both rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- Officials shall display and execute superior communication skills, both verbal and non-verbal. This skill is essential in communicating with coaches and partners.
- BOOM officials shall adhere to the Mechanics and Code of Ethics adopted by the NFHS and the NCHSAA.
- All officiating scheduling and payment will be conducted via the **Arbitersports.com** website, under Basketball Officials of Metrolina. Please keep all information current, as it relates to closed dates, addresses, e-mail addresses, phone numbers, and your profile photograph. Officials are expected to check into this website daily during the season.
- Any conflict of interest regarding any assignment should be reported to the regional coordinator as soon as realized. Conflicts include, but not limited to; employment at a school, children who attend assigned school, close friends and relatives who coach at assigned schools, etc.
- Punctuality is essential to attaining any level of success in officiating. Work hard to be on time for all meetings, clinics, and most importantly, game assignments.
Varsity Officials: Arrive at the game site 45 minutes prior to the scheduled start of your contest, dressed business casual. No athletic wear (shorts, sweat suits, sneakers, sandals).
Middle School and JV Officials: Arrive at the game site 20 minutes prior to the scheduled start of your contest, and may be dressed in your officiating uniform. Tardiness will not be tolerated and will be subject to disciplinary action at the

discretion of the Regional Coordinator. Penalties will range from temporary suspension through loss of all future assignments.

- Tardiness Protocol: Any official that cannot arrive at the gym at the prescribed time limits, should call their partner, and the school, to make them aware of your arrival time. If there is a chance that the official will not be there prior to the start of the game, a call should be placed to the Regional Coordinator.
- Game officials will not entertain any media inquiries concerning situations that occur in your contest.
- The official attire: Grey HS Pinstriped Officiating Shirt (with side panels). Black Beltless pants (properly tailored). **Fox-40(Classic) Whistles shall be used in games at all levels.** Black officiating shoes. Black socks that are long enough to cover your ankles when running.
- Respect the dressing room area and strive to leave it as clean or cleaner than it was upon arrival. The dressing room is restricted to the crew working the game, any assigned game observer, and the Regional Coordinator. The JV Officials may be present to sit in on the Varsity Pre-Game. At the end of games, officials will meet in center court, make eye contact with the official scorer, and exit the gym together. If conditions are not conducive to exiting in this manner, exit as safely possible.
- There should never be a reason to hold a conversation with a fan / spectator / team follower. Once you enter the floor, you are “on the job”, observing teams, counting players, identifying potential unsafe conditions, addressing uniform compliance issues, coaches box seat locations, and observing player tendencies.
- If a fan warrants ejection (use of excessive profanity, communicates a verbal threat toward you, or comes onto the playing floor), this will be handled through game management. Please identify who your game managers are prior to the start of your contest so they can assist you in these situations.
- The Referee shall be responsible for contacting each crew member (via phone, e-mail, or text message) at least 36 hours prior to each assignment to confirm the location, date and time of the assignment. If this communication does not take place by noon of game day, then contact the Regional Coordinator.
- Pre-Game conferences are mandatory. The Referee shall be responsible for facilitating the pre-game conference to include the entire crew. This discussion should be commensurate with the skill level of the crew and relevant to that evenings contest.

- Pre-Game Captain's meeting should be pleasant, brief, and professional. This is not a time for a rules clinic, but do not avoid responding to relevant questions from the team captains.
- Prior to the 10-minute mark (if feasible), the Referee should check the book, verify the legality of the numbers, the number of players in the book in relation to the number of players warming up, legality of the players (t-shirts, jewelry, etc.). The entire crew should always introduce themselves to table personnel as they are part of our officiating team. Ensure all crew members names are legibly added to the scorebooks.
- Approximately 3 minutes before tipoff, officials should meet with visiting coach first, then the home Coach. Brief introduction, hope they both have great game and end the conversation. Be cognizant of the amount of "facetime" you give each coach during this introduction. Be assured that they will remember.
- During playing of National Anthem, it is expected that officials in our association will stand adjacent to one another with hand over heart. If your values and or beliefs prevent you from doing this, contact your Regional Coordinator to discuss a discreet alternative. Hopefully we will have very few occurrences of this nature.
- In 3-person crews assigned, if only two (2) show up, those two shall start the game after notifying the Regional Coordinator. In some cases, a JV Official may stand in to start the varsity game. In 2-person crews, we will never use just 1 official. Notify the Regional Coordinator immediately and a replacement official will be assigned.
- Officials should not post information (schools/teams, coach/player names, comments, etc.) about any game on any social media website, i.e. Facebook, Twitter, Instagram, SnapChat, etc. This could result in suspensions by the state office.