



## BASKETBALL OFFICIALS TOURNAMENT GUIDE

The success of the MHSAA Basketball Tournament rests in large part on the skills of the officials assigned. Officials are selected based on the criteria outlined in the *MHSAA Officials Guidebook* and through the confidence and vetting process of the Basketball Officials Selection Committee. This document will provide MHSAA Basketball Tournament officials some reminders of what they should expect from the MHSAA, and what the MHSAA expects of them.

**TOURNAMENT OFFICATING FEES:** District - \$65, Regional - \$68, Quarterfinal - \$70, Semifinal and Final - \$70

**MILEAGE:** Roundtrip miles in excess of 50 will be reimbursed at \$.30 per mile.

**CONFLICT OF INTEREST:** If an official has a personal relationship with the locality, school, players or coaches of one of the competing teams of the contest which he/she is assigned, which might in tournament circumstances, cause embarrassment to the official or other parties involved, he/she is expected to contact Nate Hampton ([nate@mhsaa.com](mailto:nate@mhsaa.com)), Brent Rice ([brent@mhsaa.com](mailto:brent@mhsaa.com)) or Faye Verellen-Brown ([faye@mhsaa.com](mailto:faye@mhsaa.com)) via email immediately in order that a change in assignment may be considered. If there is question as to whether a conflict applies to the circumstance, the official should check with the MHSAA before accepting the assignment.

**ADMISSION:** Only the officials working the contests shall be admitted free by the Tournament Manager. *Officials are not to ask for free admittance for friends, family or other non-working officials.*

**PUBLIC PERCEPTION:** Officials should be mindful of the perception their comments have in a public forum. For this reason, officials should avoid providing details of assignments online where they may be disseminated before the contest, should not carry on unnecessary or lengthy discussions with players, coaches or spectators surrounding or during the contest and may not provide a commentary on the play or behavior of the teams involved following the contest. Officials should not engage in public debates or arguments over calls specific to their games, or those of any other MHSAA Tournament contest. "Discretion is the better form of valor." It is better to simply officiate the contest and hold your tongue.

**PROPER UNIFORM:** Officials shall wear the proper uniform outlined in the [\*\*\*MHSAA Officials Guidebook\*\*\*](#), including the MHSAA emblem located on the left pocket area. Officials may not wear a striped uniform top with the solid black shoulder panels, nor any other unapproved uniform.

**ARRIVAL:** Officials shall report to the site Tournament Manager at least one hour prior to the scheduled game time. Early arrival will allow for a proper pregame conference and notification of any unusual, important or last-minute details. Please review the [\*\*3-Person Pregame Outline\*\*](#) as a crew before the start of the game.

**RULEBOOKS:** The officiating crew should have a rulebook present at the scorer's table for each game, should a rules or interpretations controversy arise. It is better to take a moment to check the proper rule enforcement than to misapply a rule which might have a significant impact on the outcome.

**COMMUNICATION:** Officials should be especially aware of making clear signals and verbalizations to the scoring table. Every communication is important. STOP...MAKE CLEAR SIGNALS. Don't walk through your signals, don't rush and only use approved signals outlined in the [\*\*\*MHSAA Basketball Officials Manual\*\*\*](#).

**PREGAME CONFERENCE:** It is mandatory that a single pregame captains/coaches conference occur with the officials before the start of the game. This should take place at approximately the 13-minute mark prior to the start of the game. Expectations should be discussed with captains and then they may be dismissed for the remainder of the conference with both coaches. Be professional in communication

and conduct. Limit physical contact with coaches or players to handshakes. Maintain a professional demeanor. This is important business...be businesslike.

**BENCH CONDUCT:** Review Rule 10-5. All coaches are aware of what they can and cannot do according to the rule. Poor bench conduct and misbehavior will not be condoned. If a coach is out of the both other than allowed by rule, a technical foul shall be assessed. The rule must be enforced consistently throughout the tournament as written; however, officials should not be guilty of looking for violations. If it presents itself, address it. Don't look the other way when you know a violation has occurred.

**BEGINNING PLAY:** The administering official shall sound the whistle to indicate that play is about to begin following a charged time-out, or if there has been an unusual delay and it is necessary to attract the attention of player or table personnel. The same procedure should be followed at the beginning of the second, third and fourth quarters.

**MECHANICS and SIGNALS:** The officiating mechanics and signals as prescribed in the current edition of the [MHSAA Basketball Officials Manual](#) are the only mechanics officials shall use during MHSAA Tournament games. While you may need to "sell" calls from time-to-time, only do so within the parameters of the signals provided for and do not draw unnecessary attention to yourself for the wrong reasons.

**TIME-OUTS:** Do not start time-out clock until teams have reached their benches, and teams should be allotted the full length of the time-out. Advise the scorer to sound the first horn with 15 seconds remaining in the time-out. (Semifinal and Final officials may be provided additional time-out instructions regarding television times.)

**SCOREBOOK:** The referee shall check the scorebook at the end of each period to make sure that it is correct. Require the scorers to compare scorebooks at the end of each quarter to avoid conflict at the end of the game. Require the Officials Scorer to audit/monitor the visual score (scoreboard is unofficial).

**END OF GAME ADMINISTRATION:** Check with the table during late time-outs. Know who has last-second shot responsibility. Understand the principles that come with "lag time". Exaggerate signals to start/stop the clock. Don't rush from the court, only to leave a problem that needs to be addressed behind. Visually check with the scorer/timer after the final horn. Table must keep officials on the floor if a problem exists. Make sure to get it right! Be prepared for unusual/emotional situations, but do not get caught up in them. Once officials recognize their duties are complete and there is no controversy that needs to be resolved by the crew, they should leave the confines of the court promptly to return to their locker room area.

It is anticipated that postseason assignments will be successful and a pleasant experience for all involved. Officials have an important part to play in the success of tournament, and you may depend upon the complete support of the MHSAA in carrying out your assignments. If you have questions or concerns, please contact Nate Hampton ([nate@mhsaa.com](mailto:nate@mhsaa.com)), Brent Rice ([brent@mhsaa.com](mailto:brent@mhsaa.com)) or Faye Verellen-Brown ([faye@mhsaa.com](mailto:faye@mhsaa.com)) via email. **If it is an emergency situation:** During business hours, call 517-332-5046. After hours call Nate at 517-202-1220 or Brent at 386-523-4619.