

# QABO

[www.qabo.org](http://www.qabo.org)

## 2011-2012 GUIDELINES AND POLICIES

### INTERNET

Check your emails, Arbiter and [www.qabo.org](http://www.qabo.org) daily for the latest email, any changes and new information.

### CONTACT PARTNERS

Umpires will contact the Referee, preferably on Sunday night, for the upcoming week but no later than 48 hours prior to game time. The Referee must call Jim Julian if they have not received any contact from their umpires by the 48 hour time limit. The purpose of this process is to confirm the assignment and make travel arrangements where appropriate. Always attempt to travel together when possible. If this communication is done by phone do not rely on voice mails; make sure you have talked with that person. If you use email make sure you get a reply, do not assume they received the email; complete the circle and make sure you have a confirmation.

### ATTIRE

The appropriate clothing for traveling to and from the game is business casual, be professional all of the time. Jeans and tennis shoes do not fall into this category; you know what is right.

### GAME SITE

Arrive at the game site at least 60 minutes prior to your game time, let the Athletic Director (game management) know that you have arrived and go directly to your dressing facility. Absolutely NO ONE but the three officials and the observer are permitted in your dressing area. If you have an emergency traveling to the game immediately call the school emergency number, call your partners if not together and call Jim Julian. Keep your cell phones "ON" in the locker room until all three officials have arrived.

### PREGAME

A pregame conference is always an important part of your game, make sure you have had one prior to entering the floor.

### FLOOR ENTRANCE

Immediately after the Junior Varsity game go to the immediate vicinity of the game floor and as soon as a team enters the gym our crew must be on the floor. As teams enter the floor assume the positions across the mid-court line with R at table sideline, U1 in the jump circle and U2 on the other sideline to prevent any confrontational situations. After teams have settled into their warm-ups officials will move to the proper pre-game positions.

## **FLOOR RESPONSIBILITIES**

Umpires observe teams and Referee goes to the scorer's table no later than twelve (12) minutes before tip to perform duties. Referee also makes sure there is a proper coaching box, an "X" for substitutes and all bench chairs between the 28 foot line and the endline. Referee conducts the coach/captain conference with four (4) minutes on the clock and umpires while in this meeting maintain your responsibility of observing your team. During this conference the Referee **MUST** read the PIAA sportsmanship message to the captains and head coaches.

## **NATIONAL ANTHEM**

All three officials will always face the flag and place their right hand over their heart. You will be in a line shoulder to shoulder and not behind each other; if the flag is across from the table officials will be on sideline at midcourt and if the flag is above either endline then the officials will be on the half court line next to the sideline.

## **HALF-TIME**

Discuss your first half, what you did well, what you can improve and what you will do in the second half to make your game better; we must communicate. Be on the floor at least 3 minutes prior to the start of the second half.

## **POST GAME**

Go directly to your locker room after the game. Once again discuss your game about what your crew did well and what you need to improve. Observers are permitted in your locker room after the game. Do not discuss the game with the press or anyone but your partners. Leave the building as soon as possible and do not stop for food or refreshments in or near the cities of the teams that were involved in your game. If there was a situation that occurred during the game and the Athletic Director needs to clarify the details, they are permitted in your dressing facility; absolutely no one else.

## **PHONE CALL**

If you had a technical foul on a coach, an ejection or any major problems call Jim Julian immediately after the game when you get into your car.

## **EJECTION**

When you have ejected a player and/or coach you must file a report with the PIAA within 24 hours; in addition email or fax a copy to Jim Julian.

## **REFEREE REPORT**

Referee must file game report through Arbiter within 24 hours of the game.

## **GAME CANCELLATIONS**

Do not call schools to check if games are cancelled because of weather, etc. There is a procedure in place, schools contact Jim Julian and he will contact you.