

# **2019 - 2020 TRAINING & EVALUATIONS MANUAL**

**Revised 10/23/2019**



**Pacific Northwest Basketball  
Officials Association**

**[www.pnboa.org](http://www.pnboa.org)**

**All officials must register at [www.evals.org](http://www.evals.org)**

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## **EVALUATIONS OVERVIEW & GOALS**

### **Purpose and Goals**

This document is maintained by the Evaluations Chairperson and administered with the authority of the Board of Directors (BOD). Our Evaluations system is designed to evaluate both our Varsity and Registered Officials. Each year, Paid Evaluators evaluate our Varsity Members and our Varsity Members evaluate the Registered Members. These evaluations serve several purposes, including:

- Improve the quality of our Officials, and support professional growth and development
- Provide constructive feedback for Officials
- Provide a ranked Varsity List
- Provide a ranked Registered List

### **NFHS Rule Revisions & Points of Emphasis**

Each year the National Federation of State High School Associations (NFHS) updates rules and provides points of emphasis (POE) for the season. It is imperative that all Officials and Evaluators understand and adhere to these revisions and POEs.

The 2019-2020 Basketball Rules Changes, Major Editorial Changes, and Points of Emphasis are in the rule books you were given..

## Deadline Dates & Penalties

DATE	DESCRIPTION	REQUIREMENT or NOTIFICATION	PENALTY (IF APPLICABLE)	APPLICABLE TO
Nov 1	Requests for Personal LOA must be submitted and online MSA must be accepted.	Requirement	Will move to the bottom of respective list if not submitted on time/placed on LOA.	Varsity & Registered
NOV 21	Varsity Officials must declare conflicts & "ding list" via email to Assignors	Requirement	1. Failure to submit exceptions = no dings 2. Failure to submit conflicts = review by Ethics Committee	Varsity
DEC 2	Evaluations begin & Final Ranked Lists published	Notification		Varsity & Registered
JAN 10	Officials notify Assignor and Evaluations Chair via email if they have not yet received at least 3 (varsity) or 5 (registered) evaluations by this date.	Notification		Varsity & Registered
FEB 15	All scores to be posted by both Paid Evaluators and Varsity Officials. System will lock out @ midnight on this date.	Requirement	Failure to enter scores by Feb 15th = 1 pt deduction after interpolation.	Varsity Officials
FEB 15	Please scan and email evaluations forms to Evaluations Liaison each week throughout the season.	Requirement	.	Paid Evaluators
FEB 15	Varsity Officials have completed at least 8 Evaluations for Boys and 6 for Girls – <b>\$5 Bonus for each additional evaluation up to 10 max.</b>	Requirement	Failure to meet the requirement = 1 pt deduction after interpolation.	Varsity
APR 1	Evaluation scores, preliminary interpolations, and interpolated end of the season scores posted to <a href="http://www.evals.org">www.evals.org</a> .	Notification		Varsity & Registered
MAY 1	Final interpolations, Final overall scores, and preliminary lists posted at <a href="http://www.pnboa.org">www.pnboa.org</a> .	Notification		Varsity Registered
MAY 15	Promotion and Re-assignments letter emailed to Officials.	Notification		Varsity & Registered
JUN 30	Final ranked lists after promotions and re- assignments posted at <a href="http://www.pnboa.org">www.pnboa.org</a> .	Notification		Varsity & Registered

## **Letter of Concern**

### **Scores may not be appealed.**

If an unusual or special circumstance occurs, the incident may be addressed by emailing a Letter of Concern to the Evaluations Chair and Assignor within seven (7) days of the incident. The Evaluations Chair may authorize the Assignor to schedule an additional evaluation. The Evaluations Committee will make a recommendation to the Board of Directors on the validity of the Letter of Concern. The Board will make the final decision on if the evaluation will be voided for the game during which the incident occurred. If your concern is rejected, the decision of the Board of Directors will be final.

Varsity Officials who are evaluated by an Evaluator who was a declared “exception” will be given another evaluation. Notify the assignor if this situation occurs.

Letter of Concern:

Officials should use the Letter of Concern to notify the Association if:

- Evaluator fails to complete/provide a written evaluation
- Scoring range box is NOT checked
- Discrepancies occur (i.e. number of evaluation sheets do not match the number of scores)
- A conflict or argument occurs with an Evaluator

Letters of Concern shall be completed and sent to the Evaluations Chair, Evaluations Liaison and the Assignor via email within the specified time period listed above.

## **REGISTERED OFFICIALS GUIDELINES**

“Evaluators” for the purposes of this section are Varsity Officials, whom have the responsibility to evaluate the Officials working the JV game, which precedes their assigned Varsity game. “Officials” for the purposes of this section are the “Registered Officials,” whom are being evaluated on JV or Varsity games.

We want to provide our Registered Officials with evaluations that have constructive comments, which will enhance the Officials ability to referee. The numeric score given should justify written and verbal evaluations. The scores provided by the Evaluators will be used to create a ranked list of the Officials. The top five on the Registered List will be promoted to the Varsity List each season. Additional vacancies created by reassignments, leaves of absence (LOA), and retirements/resignations will be filled in rank order via the top of the Registered List. Under no circumstance can a reassigned Varsity Official be moved back up to the Varsity list before one full season on the Registered list.

## Registered Officials Responsibilities

- 1) Provide Assignor availability to work via Arbiter Sports.com.
- 2) Maintain a positive learning attitude throughout the season and act within the guidelines, code of ethics, and professional expectations of all PNBOA Members.
- 3) ***Receive at least Six (6)*** evaluations from a minimum of 3 games to obtain an interpolated score average used to position Officials on the Registered List. One of these games may be ***evaluated by a Paid Evaluator***. ***Another game may be worked with a Varsity Official or Officials, from whom you will receive an evaluation on that game, and which will count toward your 6.*** Those Registered Officials receiving 5 scores or less will be listed alphabetically at the end of the list.
- 4) Report discrepancies or lack of evaluations (less than four (4) by Jan 15th) received via a Letter of Concern to the Evaluations Chairperson and Assignor.
- 5) Be available during post game with Varsity Officials to review evaluation. It is also recommended to stay and observe Varsity Officials for at least one quarter if not a complete half.

## Procedure Standards

- 1) Only the highest ten (10) scores by different Varsity Officials ***and Paid Evaluator*** will be calculated towards a Registered Officials final ranking.
- 2) Follow Deadline Dates & Penalties, as listed in section 1.3.
- 3) It is the intent of the PNBOA to help ALL Officials improve. Officials may not “opt-out” of the evaluations process.

## VARSITY OFFICIALS GUIDELINES

“Evaluators” for the purposes of this section are Paid Evaluators, who have the responsibility to evaluate the Officials working the Varsity game. “Officials” for the purposes of this section are the “Varsity Officials,” who are being evaluated on Varsity games.

We want to provide our Varsity Officials with evaluations that have constructive comments, which will enhance the Officials ability to referee. The numeric score given should justify written and verbal evaluations. The scores provided by the Evaluators will be used to create a ranked list of the Officials. If ranked in the bottom 10% for two consecutive seasons as a Varsity Official, you will be reassigned to the Registered List. (Unless the BOD decides to waive this policy due to shortage of qualified officials). Under no circumstance can a reassigned Varsity Official be moved back up to the Varsity list before one full season on the Registered list.

### Varsity Officials Responsibilities

- 1) Provide availability to work via ArbtierSports.com.
- 2) Maintain a positive learning attitude throughout the season and act within the guidelines, code of ethics, and professional expectations of all PNBOA members.
- 3) Work at least ten (10) Varsity games. ***Every attempt will be made for you to Work at least one JV game with either 2 Registered Officials or one Registered and one varsity Official. You may do an “on-floor” evaluation on that game***
- 4) Receive at least five (5) evaluations from different Paid Evaluators. Only the first five (5) scores by different Evaluators (chronological order) will be used in calculation of your score. Any additional evaluations received will be for training and informational use only.
- 5) If you receive an evaluation working with a registered official on a varsity game, that will automatically be dropped and you will receive an additional evaluation to replace that one. No letter of concern is necessary, please contact John Lindsey or Leslie Fitzpatrick and the Evaluations Chairperson within 7 days.
- 6) If you receive an evaluation from an evaluator that you have “dinged”, it will be automatically dropped, no letter of concern is necessary, please notify John Lindsey or Leslie Fitzpatrick and the Evaluations Chairperson within 7 days and you will receive an additional evaluation.
- 7) Report discrepancies or lack of evaluations (less than three (3) by Jan 10th) received via a Letter of Concern to the Evaluations Chairperson, and Assignor.
- 8) Be available during post game with Paid Evaluators to review evaluation.

**Procedure Standards**

- 1) If you receive more than five (5) evaluations, only the first five (5) from different Evaluators (in chronological order) will be calculated towards a Varsity Official's final ranking. The lowest interpolated score will be automatically dropped.
- 2) If you only receive four (4) evaluations, all evaluations will be used in the calculation of your score. No evaluation will be dropped. There are no appeals.
- 3) As much as possible, no more than three (3) evaluations for any Official during the month of December (a max. of two is preferred). We will attempt to schedule all evaluations prior to playoff games; playoffs only used as a last resort.
- 4) Follow Deadline Dates & Penalties, as listed in section 1.3.

**PAID VARSITY EVALUATOR GUIDELINES**

- 1) Arrive at the game site in ample time to be prepared to evaluate the Officials.
- 2) Use the current PNBOA sanctioned evaluation form for each Official. You will be asked to evaluate JV games for the 2019/2020 where availability exists.
- 3) During the course of the game, document comments, diagrams, feedback on the evaluation form in legible fashion.
- 4) **Check the “scoring range” box that best describes each Official’s performance during the game in each of the six areas. You can always give a higher score than the box that was checked, you CANNOT give a lower score than the box that was checked when you enter the final score for that official.** If a score below 80 is given, it must be accompanied with sufficient written comments to justify the score. This will be determined by the Evaluation Liaison. If comments do not support the score, it will automatically be entered as an 80.
- 5) **Do not score the evaluation sheet at the time the evaluation is given to each Official.**
- 6) Initiate dialogue with each Official about his/her performance on an individual as well as a crew basis. **Make the post-game conversation a positive one.**
- 7) Provide the Official with the top “white” copy of the evaluation form.
- 8) Retain the bottom “yellow” copy for your records.
- 9) Score evaluations, adding up the sub-total in each of the six areas and summing for a total score. You may score with any number in that range (please use all whole numbers).
- 10) Upon coordination with Evaluations Chairperson and Evaluation Liaison, enter evaluation scores into the PNBOA’s designated website. ([www.eval.org](http://www.eval.org))



**Varsity Officials' Evaluator Guidelines – On Registered Officials**

- 1) Arrive at the game site in ample time to be prepared to observe the Officials.
- 2) Use the PNBOA sanctioned evaluation form for each Official. **If you work with a Registered Official on a JV or Varsity Game, you may evaluate that Official.**
- 3) During the course of the game, document comments, diagrams, feedback on the evaluation form in legible fashion.
- 4) **Check the “scoring range” box that best describes each Official’s performance during the game in each of the six areas. You can always give a higher score than the box that was checked, you CANNOT give a lower score than the box that was checked.** If a score below 80 (“below our professional standards”) is given, it must be accompanied with sufficient written comments to justify the score. This will be determined by the Evaluation Liaison. If comments do not support the score, it will automatically be entered as an 80.
- 5) **Do not score the evaluation sheet at the time the evaluation is given to each Official.**
- 6) Initiate dialogue with each Official, about his or her performance on an individual as well as a crew basis. **Make the post-game conversation a positive one.**
- 7) Provide the Official with the top “white” copy of the evaluation form.
- 8) Retain bottom “yellow” copy for your records (no need to send hard copy to anyone)
- 9) Score evaluations by adding up the sub-total in each of the six areas and summing for a total score. You may score with any number in that range (please use all whole numbers).
- 10) Enter evaluations into the PNBOA’s designated website. ([www.evals.org](http://www.evals.org))

ALL Varsity Officials are required to conduct evaluations regardless of ranking. **Varsity Officials must complete a minimum of evaluations on each Varsity List that you are ranked on. I.E. 8 for boys and 6 for girls if on both lists.** You will get credit for all evaluations even if you see a registered official multiple times. The Varsity Official must observe a minimum of 2 full quarters or 16 minutes of the JV game. **Varsity Officials will receive \$5 for each additional JV Evaluation completed up to a maximum of 10 on both Boys and Girls.** Please continue to evaluate JV officials throughout the season even if you have reached your required number. The scores should be posted at least every 15 days so that the Assignors can track who still needs to receive JV evaluations.

If a Registered Official works the Varsity game in an emergency situation, the Varsity Official should wait until the completion of the Varsity game before giving the evaluation to the Registered Official.

All evaluations must be entered and scored on the evals.org website no later than Midnight on **February 15th, 2020.**

### **Paid Evaluator Staff Exception (Ding List)**

Varsity Officials are allowed to avoid conflict by declaring exception to two (2) Paid Evaluators for Boys and one (1) Paid Evaluator for Girls each season. This provides a method for which Varsity Officials may exempt themselves from being evaluated by a particular Evaluator. In addition, Varsity Officials shall declare to the Assignor and Evaluations Chair any conflicts of interest. These should be done via email to John Lindsey and/or Leslie Fitzpatrick no later than **November 21st.** Refer to page 14 for a complete list of Paid Evaluator Staff.

## **PROMOTIONS & REASSIGNMENTS**

### **List Movement**

Varsity Officials ranked in the bottom 10% for **two consecutive** seasons as a Varsity Official, will be reassigned to the Registered List. (Unless the BOD decides to waive this policy due to shortage of qualified officials).

**The top five Officials on the JV list will be promoted to the Varsity list each season.**

Under no circumstance can a reassigned Varsity Official be moved back up to the Varsity list before one full season on the Registered list.

### **Training Academy “Camp” Requirements**

All Officials who have been promoted from the Registered List to the Varsity List for the first time are required to attend or have attended a PNBOA approved training Academy or Camp within two years in order to be promoted.

**EVALUATION FORM (shown on page 30)**

With the advantage of a dedicated Evaluation Liaison and with the fast-evolving nature of the game, we continuously simplify and improve our evaluation form. Not just as a way to score but, just as importantly, as a teaching tool. This form is used for both Varsity and Registered Officials. We updated and improved the form last season in order to incorporate the latest scoring ranges and implement the new scoring criteria.

**Simplicity** – we had previously removed the dozens of check boxes, consolidated everything into 6 major categories and simplified the scoring boxes. This will allow the Evaluators to concentrate on those six broad categories rather than having to dive into dozens of line items. It is meant to facilitate less time checking boxes and more time making comments, as well as diagraming specific scenarios and being able to provide much more valuable feedback.

**Improved Process** – by identifying six categories AND weighting them, we make it much clearer to Officials (and Evaluators) what matters and what we believe are the keys to being a great Referee-

- Appearance and Fitness (5%) - this matters, but if all other categories below are performed well, this becomes less of a factor.
- Game Management (20%) – These are fundamental building blocks that all Officials need to possess to ensure the game is facilitated well.
- Court Position (15%) – If you know where to be and are able to get the “A” look, you have a better chance to get the play correct.
- Rules & Mechanics (15%) – we need to know the book and how to apply it to cut down on protests and other issues.
- Play Calling (25%) – Getting the plays called correctly is why we are there above everything else.
- Communication (20%) - It is critical be able to communicate with partners, coaches and bench personnel with verbal and no verbal skills in order to manage a game.

## MISCELLANEOUS

After all the evaluations have been scored and interpolated, the Evaluations Chairperson will publish two ranked Officials' lists: The Evaluations Chairperson, nor the Committee will not have access to any scores given to officials.

**Varsity List:** This ranked list will consist of all Varsity Officials ranked numerically based on interpolated score. This list will be utilized accordingly by the Assignor for the purposes of assigning playoff and state assignments.

**Registered List:** This ranked list will consist of all Registered Officials who received a minimum of 6 evaluations during the season, and ranked numerically based on interpolated score.

### **Varsity Officials Observing Registered Officials**

In order to keep the evaluation system integrity, a score below 80 must be accompanied with appropriate comments. If there are no comments, it will not be counted - it will be thrown out and will not count toward the evaluation requirement.

### **Entering Evaluation Scores**

The PNBOA uses the Evals.org website ([www.evals.org](http://www.evals.org)) to track and enter evaluation scores. **All officials must be registered on this site.**

### **Apprentice Evaluations**

Although Apprentices are not scored as a part of the evaluation process, the Board of Directors believes it is important to ensure Apprentices are familiar with the process as they advance through the organization. Varsity Officials shall provide an evaluation, on the proper form and with comments, to help those Officials improve. Evaluations on Apprentices by Varsity Officials **WILL** count toward your required number.

### **Promotions/Reassignments**

- Varsity Officials that are in the bottom 10% **two consecutive seasons** will be reassigned to the JV list.
- Under no circumstance can a reassigned Varsity Official be moved back up to the Varsity list before one full season on the Registered list.
- **The top five Officials on the JV list will be promoted to the Varsity list each season.**
- Additional JV Officials in rank order will be promoted to reach 100 on Boys and 80 on Girls Lists.

## SUMMARY OF CHANGES (For 2019/2020 season)

### Completion of JV Evaluations by Varsity Officials

- The number of required JV evaluations a Varsity Official completes this season has been changed.
- Varsity Officials must complete a minimum of evaluations on each Varsity List that you are ranked on.
- **8 for boys and 6 for girls if on both lists.**
- **Varsity Officials will receive \$5 for each additional JV Evaluation completed up to a maximum of 10 on both Boys and Girls.**

### Video Evaluation Test

- Varsity Officials may receive a video evaluation as part of a test being conducted this season.
- The video evaluation is for informational purposes only and any score received **WILL NOT** be used in calculation of final rankings at the end of the season.
- If you receive a video evaluation, a link will be set up to give feedback on the video evaluation process.

Updated Paid Evaluator list. - page 14

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**2019-2020 INDEPENDENT PAID EVALUATOR STAFF**

BOYS	GIRLS
• Travis Bain	• Kevin Butler
• Robert Holloway	• Marty Cloud
• Phil Hunt	• Ira Dunbar
• Ivan Jackson	• Phil Hunt
• Duane Johnson	• Duane Johnson
• John Marticio	• Riaz Kanji
• Matt Mason	• John Marticio
• Linda Meredith	• Linda Meredith
• Mile Partlow	• Joann Sather
• Zach Perine	• Jeff Shelton
• Joann Sather	• Eric Wilkens
• Tony Schoeler	• Ted Wright
• Jeff Shelton	
• Michael Smith	
• Todd Webber	
• Eric Wilkens	
• Ted Wright	

**2019-2020 Evaluations Liaison - Penny Davis**
**2019-2020 Evaluations Committee**

Doug Miller - Chair

Scott Fetterly – Committee Lead

Bob Huntzberger

Mike Saito

Zeke Simmons

Jim Stegman

## SCORING BOX RANGE DEFINITIONS

Excellent = consistent in all observed aspects of category

Above Average = consistent in the majority of aspects of category

Average = consistent in most aspects.

Needs Improvement = inconsistent in some or most observed aspects of category

**Form was updated for the 2015/2016 season to be able to create more of a scoring range.** Within each of the six weighted categories, the Evaluator would determine a score for each then sum all categories for a final score. No changes for 2019/2020.

### **Scoring Criteria**

PNBOA Evaluation Criteria  
Varsity Officials

<b>Officials that should not be on Varsity List</b>	<b><u>68-79</u></b>
<b>Varsity 1B/2B Level U-2</b>	<b><u>80-81</u></b>
<b>Varsity 1A/2A Level U-2</b>	<b><u>82-24</u></b>
<b>Varsity 3A/4A Level (Average) U-1</b>	<b><u>85-87</u></b>
<b>League Tournaments (Post Season)</b>	<b><u>88-91</u></b>
<b>District Level (Top 30)</b>	<b><u>92-96</u></b>
<b>State Tournament/Regional Tournament Level (Top 20)</b>	<b><u>97-99</u></b>

Official's overall performance would relate to the above categories. Starting point for each Official being evaluated would be 80. The median average for a Varsity Official would be 90.

See next page for more detailed information for each scoring category.

**97-99 STATE OFFICIAL** – this Official demonstrated the skills that make up a good candidate for the state tournament and performed above average or excellent in all categories.

**92-96 PLAY-OFF OFFICIAL** – this Official demonstrated solid skills that are necessary to officiate a play-off game.

**88-91 VARSITY OFFICIAL “U-1”** – this Official has an understanding and possesses the skills required to officiate any level of Varsity game, including league tournaments. Continued attention to identified areas needed for improvement need to be addressed to be more playoff ready.

**85-87 VARSITY OFFICIAL “U-2”** – this Official has an understanding and possesses the skills required to officiate any type of varsity game. Continued attention to identified areas needed for improvement need to be addressed to be able to work higher level Varsity games.

**82-84 VARSITY OFFICIAL** – this Official has the basic understanding and is gaining the necessary skills required to officiate most varsity games with strong partners. Continued attention to identified areas needed for improvement identified by peers and evaluators need to be addressed to be able to work the next level of Varsity games and to be considered able to work without the help of strong partners.

**80-81** Official that has many areas of improvement that need to be addressed immediately to remain on the Varsity list. Can most likely only handle lower level games with strong partners.

**68-79** Officials that should not be working Varsity basketball – need more training and skills. Evaluator should be contacting Assignor/Evaluator Liaison/Evaluations Chair within 24 hours of conducting this evaluation.



PNBOA Evaluation Criteria

Registered Officials

<b>Should not be working JV games</b>	<b><u>68-79</u></b>
<b>JV 1B/2B Level</b>	<b><u>80-81</u></b>
<b>JV 1A/2A Level</b>	<b><u>82-24</u></b>
<b>JV 3A/4A Level lower level</b>	<b><u>85-87</u></b>
<b>JV 3A/4A Level normal games</b>	<b><u>88-91</u></b>
<b>JV 3A/4A Higher level more competitive games</b>	<b><u>92-96</u></b>
<b>JV 3A/4A Most competitive games in most difficult conferences</b>	<b><u>97-99</u></b>

Official's performance would relate to the above categories. Starting point for each Official being evaluated would be 80. The median average for a Registered Official would be 90.

**97-99** - this Official demonstrated the skills that make up a good candidate for immediate advancement to the Varsity List. Able to handle the most difficult games as the Lead Official in the most competitive conference games.

**92-96** - this Official demonstrated the skills that make up a good candidate for immediate advancement to the Varsity List. Able to handle the most difficult games a in the most competitive conference games.

**88-91** - this Official demonstrated the skills that make up a good candidate that is ready for the Varsity List within the next year. Able to handle the most difficult games a in the most competitive conference games as long as they are working with a strong partner.

**85-87** - this Official demonstrated the skills that make them able to handle the vast majority of JV games within our organization. They do a good job on most games but are not ready to handle the higher level more competitive games at this point in their career. Not ready for Varsity level.

**80-84** - this Official demonstrated the skills that make them able to handle most JV games within our organization. They do a good job on most games but are not ready to handle the higher level more competitive games and will most likely stay at the Registered List at this point in their career.

**68-79** - this Official should not be doing JV level games in this organization – they require more training and skills. Varsity Evaluator should be contacting Assignor/Evaluator Liaison/Evaluations Chair within 24 hours of conducting this evaluation.

# PNBOA EVALUATIONS MANUAL

## PNBOA/SOWB – Observer Criteria

Appearance and Fitness			
Imp	Avg	Above Avg	Excellent
Improper Uniform. Uniform is wrinkled, soiled or otherwise unprofessional looking.		Has Correct uniform.	Has proper uniform. Fits properly, shoes are shined. Looks well groomed, professional.
Walks up and down court, unable to stay with pace of game.		Stays with pace of game, but gets beat on fast transition plays	Stays with pace of game, keeps up with fast transition plays
Consistent negative attitude towards partners and participants		Consistent positive attitude towards partners and participants	Demonstrates calm, relaxed and positive attitude towards partners and participants
Demonstrates lack of confidence		Demonstrates confidence on normal plays, but not in tough situations	Demonstrates confidence though out game including tough situations
GAME MANAGEMENT			
Imp	Avg	Above Avg	Excellent
No or improperly handles most pre-game procedures	Properly handles some pre-game procedures	Properly handles most pre-game procedures.	Properly handles all pre-game procedures including addressing uniform/equipment issues and bench location.
Unable to manage coaches, players, substitutes and bench	Able to manage coaches, players, substitutes and bench in normal situations.	Properly manages coaches, players, substitutes and bench throughout game.	Demonstrates ability to lead crew in consistent management of players, substitutes and bench throughout game.
No dead ball awareness	Has some dead ball awareness	Usually has dead ball awareness	Consistent dead ball awareness throughout whole game.
Unable to handle volatile or pressure situations. Lets partners handle everything, easily loses composure.	Handles some volatile or pressure situations. Loses composure in tough situations.	Handles most volatile or pressure situations. Keeps composure in tough situations	Handles volatile and pressure situations. Able to keep crew together in tough situations.
No game/shot clock awareness	May have some game clock awareness, but no shot clock awareness.	Usually has game/shot clock awareness throughout game.	Demonstrates consistent game/shot clock awareness throughout game, both live and dead ball.
Improperly handles disqualified player procedures	Properly handles most aspects of disqualified player procedures once made aware of situation.	Properly handles all aspects of disqualified player procedures.	Demonstrates games awareness of disqualified player and handles disqualified player procedures
Improperly Handles Technical Foul procedures	Properly handles most aspects of Technical Foul procedures	Properly handles all aspects of Technical foul procedures	Demonstrates crew leadership in handling all aspects of Technical foul procedures.
Court Position			
Imp	Avg	Above Avg	Excellent
Demonstrates little to no mobility or hustle	Demonstrates some mobility and hustle.	Demonstrates mobility and hustle throughout game. Usually hustles during dead ball.	Demonstrates consistent mobility throughout game, live and dead ball.
Not in proper position to see entire play most of the time.	Inconsistent proper positioning to see play	Usually in proper position to see entire play	Consistently in proper position to see entire play throughout game.
Little to no position adjust throughout game.	Some position adjustment during game.	Usually position adjusts.	Consistent position adjustments throughout game. Consistently moves from Straight line to open angle
Little to no rotation. Consistently doesn't recognize when partners have rotated.	Inconsistent on rotation. Usually recognizes when partners have rotated.	Usually rotates when appropriate. Recognizes most of partner's rotations.	Consistent and appropriate rotation throughout game. Consistently recognizes when partners have rotated throughout game.
Consistently watches ball, including flight of ball as lead.	Sometimes watches ball when it is not in primary.	Usually is not watching ball.	Consistent in appropriately not watching ball throughout game.
Consistently out of position during press	Inconsistent proper positioning during press	Usually in proper position during press most of the time	Consistently in proper position during press throughout game.
Consistently out of position during transition	Inconsistent proper positioning during transition	Usually in proper position during transition most of the time.	Consistently in proper position during transition throughout game.
Rules and Mechanics			
Imp	Avg	Above Avg	Excellent
Demonstrates limited knowledge of NFHS rules.	Inconsistent on some NFHS rules application.	Consistently demonstrates proper NFHS rules application most of the time.	Consistently demonstrates proper NFHS rules application throughout game.
Consistently doesn't use NFHS Mechanics.	Inconsistent in using proper NFHS Mechanics	Uses proper NFHS mechanics most of the time.	Consistently uses proper NFHS mechanics throughout game.
Consistently doesn't use proper procedures for Jump balls, throw-ins, time outs and free throws.	Inconsistently uses proper procedures for jump balls, throw-ins, time outs and free throws.	Uses proper procedures for jump balls, throw-ins, time outs and free throws most of the time.	Consistently uses proper procedures for jump balls, throw-ins, time outs and free throws throughout game.
Doesn't enforce proper wear of uniform or equipment	Inconsistent on enforcing proper wear of uniform or equipment.	Enforces proper wear of uniform or equipment most of the time.	Consistently enforces proper wear of uniform or equipment throughout game. Leads crew in doing so.

## PNBOA/SOWB – Observer Criteria

Play Calling			
Imp	Avg	Above Avg	Excellent
Consistently makes calls outside of primary	Inconsistently making calls outside of primary	Consistently makes calls only in their primary most of the time.	Consistently makes calls in their primary throughout game. Calls only obvious fouls outside their primary.
No whistle tempo	Inconsistent whistle tempo.	Consistent whistle temp most of the time.	Consistent whistle tempo throughout game. Most calls are process calls, not reaction calls.
Little to no start/develop/finish calls	Inconsistent start/develop/finish calls	Consistently observes play from start/develop/finish for most of game.	Consistently observes play from start/develop/finish throughout game.
Calls do not address Freedom of Movement or displacement.	Inconsistent calls addressing Freedom of Movement or displacement.	Consistent calls addressing Freedom of Movement and displacement for most of game.	Consistent calls addressing Freedom of Movement and displacement throughout game.
Consistent misapplication of legal guarding position	Inconsistent misapplication of legal guarding position.	Consistently applies legal guarding position correctly for most of game.	Consistently applies legal guarding position throughout game.
Consistent misapplication of legal/illegal screens.	Inconsistent misapplication of legal/illegal screens.	Consistently applies legal/illegal screens correctly for most of game	Consistently applies legal/illegal screens correctly throughout game.
Consistent misapplication of verticality.	Inconsistent misapplication of verticality	Consistent application of verticality principles for most of game.	Consistent application of verticality principles throughout game.
Unaware of non-basketball plays	Recognizes non-basketball plays in their primary only	Recognizes non-basketball plays on the court.	Recognizes non-basketball plays on the court. Able to recognize and diffuse potential non-basketball plays before they happen.
Consistently calls 2 <sup>nd</sup> foul.	Inconsistently calls 1 <sup>st</sup> foul, not retaliation.	Consistently calls 1 <sup>st</sup> foul for most of game	Consistently calls 1 <sup>st</sup> foul throughout game.
Calls don't differentiate between physical play and rough play.	Inconsistently calls physical play vs rough play.	Consistent correct calls on physical play vs rough play for most of game.	Consistent correct calls on physical play vs rough play throughout game.
Unaware of what partners are calling/not calling. No adjustment of play calls.	Inconsistent awareness of what partners are calling/not calling. Little adjustment.	Consistent awareness of what partners are calling/not calling for most of game. Makes adjustments.	Consistent awareness of what partners are calling/not calling. Makes adjustments. Official is able to get crew on same page.
Consistent inappropriate double whistles. Unaware when partners has whistle too.	Has some inappropriate double whistles. Usually recognizes partner has whistle on play too. Inconsistent on who the appropriate official is to take call.	Appropriate double whistles. Recognizes when partner has whistle on play too. Usually allows appropriate official to take call.	Appropriate double whistles throughout game. Recognizes when partner has whistle too. Allows appropriate official to take call.
Communication			
Imp	Avg	Above Avg	Excellent
Little or no verbal/non-verbal/eye contact with crew in most situations throughout game both live and dead ball.	Inconsistent verbal/non-verbal/eye contact with crew	Consistent verbal/non-verbal/eye contact for most of game.	Consistent verbal/non-verbal/eye contact throughout game. Always aware of what partners are doing. Leads crew in making communication stronger.
Weak whistle and/or voice.	Whistle and voice are usually strong. Not strong when official not confident with call.	Strong whistle and voice for most of game.	Strong whistle and voice throughout game
Unable to effectively communicate with players and coaches	Able to communicate with players and coaches on easy situations. Ineffective communication with players and coaches on difficult situations.	Effective communications with players and coaches for most of the game	Effective communications with players and coaches throughout game.
Poor communications with table. Has report fouls several times.	Inconsistent communications with table.	Effective communication with table for most of game.	Effective communication with table throughout game.
Poor communication throughout game concerning fouls, violations, out of bounds, 3pt try, last second shot, jump ball and typical game situations. Partners consistently don't know what official has called.	Inconsistent communication concerning fouls, violations, out of bounds, 3pt try, last second shot, jump ball and typical game situations. Partners sometimes don't know what official has called.	Consistent communication for most of game concerning fouls, violations, out of bounds, 3pt try, last second shot, jump ball and typical game situations. Partners consistently know what official has called.	Consistent communication throughout game concerning fouls, violations, out of bounds, 3pt try, last second shot, jump ball and typical game situations. Partners always know what official has called.
Doesn't know how to ask for or receive help. Unable to make crew calls when needed.	Usually asks for help when needed. Sometimes able to give help when asked. Not always able to make a crew call.	Consistently asks for help when appropriate. Usually able to give help when asked. Makes crew calls	Consistently able to ask for and give help. Is not surprised when asked for help. Makes crew calls.

#### *Attachment # 4*

### **OFFICIATING & EVALUATION FORM DEFINITIONS**

The following definitions may or may not occur within the text of this manual or on this year's Evaluation form (note words in quotation marks are themselves located in this glossary):

"A" Look – the Official in the crew who has primary defender responsibility AND the best angle AND has seen start, develop, finish on any given play.

Ball Side – the side of the court (when divided in the middle of the key from the baseline to the half-court line) on which the ball is located.

Bigs – post players.

Call – a foul or violation made by an Official.

Call selection – level of consistency between Officials for the game regarding how plays are called and how we are judging physical play.

Center Official (C or Slot) – Officials positioned near the side-line, from the free-throw line extended, on the opposite side of the court as both the Trail and Lead.

Checklist – small patterns or lists of items Officials regularly follow to ensure proper application of rules, manage the game, and avoid errors.

Close Down – Lead position one-half step outside the lane line extended.

Competitive Matchup – a defender actively guarding an opponent which requires the attention of the primary Official. (If multiples, can be ranked; i.e. "1st matchup, 2nd matchup.)

Correct Call – a foul or violation called by an Official which is correct because of rule application, possession consequence, or game management.

Crew Call – a call which utilizes information from two or Members of the crew in order to get the play right.

Double Whistle – when two Officials blow their whistles to stop play due to a foul or violation.

Fifty-Fifty Call – a call (violation or foul) which could go either way. In general, a no-call is preferred over a fifty-fifty call.

Flow – how the game moves up and down the floor during live ball; the pulse or tempo of the game can be affected by our game management and whistle tempos.

Game Management – techniques used to control the game, including communication with bench personnel, enforcing timing regulations, all while encouraging a flow to exist in the game.

Incidental Contact – legal contact between opponents, often during physical play, in which neither opponents speed, balance, rhythm, or quickness (RSBQ) is negatively affected and has no negative affect on the play.

Lead Official (L) – Official positioned on the baseline.

## OFFICIATING & EVALUATION FORM DEFINITIONS (continued)

Legal Contact – contact between opponents which does not violate any rules.

Live Ball Communication – verbal or non-verbal communication between Officials while the ball is in play.

Marginal Contact – contact that may be illegal, but depending on the game situation, may or may not be severe enough to warrant a foul. This contact often does not negatively affect RSBQ.

No-Call – a foul or violation which may have occurred, but is not called due to correct ‘possession consequence’.

No-Call Incorrect – a call which is not made (or passed) which has a negative possession consequence and is an error by the Official.

Open Angle / Open Look – position by an Official which allows the Official to see space between the offensive and defensive players. This allows the Official to properly judge contact, violations, fouls, and “see the whole play.”

Opposite Side – the side of the court (when divided in the middle of the key from the baseline to the half-court line) opposite of your current location.

Physical Play – a level of play, between opponents, which is of a high tempo, assertive, and during which legal and incidental contact occurs because player are making attempts to play the ball.

Pinch the Paint – see Close Down.

Play Calling – how Officials judge each play and apply rules from the start, develop, and through the finish of each play.

Points & Possessions – play calling affects a team’s ability to score points or their ability to possess the ball. Anytime we are making calls or ruling, we need to be aware of how we are affecting points & possessions with the game. Points & possessions are what win games.

Position Adjust – movement by an Official to improve, obtain, or maintain an open look or open angles between players so the play may be properly judged. “Move to maintain.”

Possession Consequence – team control of the ball, the end result which may occur after a violation or foul. When the possession consequence (such as after a rebound) favors the team which may have been fouled, we must consider a no-call to allow the correct possession consequence to continue. Likewise, we want to apply fouls and violations to avoid incorrect possession consequences.

Post-Game – discussion among the crew (all Officials) regarding the game contract and how it was executed.

Pre-Game – discussion among the crew (all Officials) regarding the overall management and crew philosophies for the upcoming game: crew communication, rules, mechanics, special situations, etc.

Pre-game is also called a “contract.” Officials on the crew agree to certain philosophies and standards regarding how they will manage and referee the game. This “contract” is what the crew needs to execute during the game.

Pinch the Paint – Lead position that is one to two steps inside the lane line extended that allows the lead to get an angle to provide call of assistance on drives from the C. C has primary coverage. Lead has secondary coverage.

Primary defender – The defensive player for which a position (L, T, C) has primary responsibility to judge while refereeing the defense.

## OFFICIATING & EVALUATION FORM DEFINITIONS (continued)

**Primary match-up** – The most competitive match-up, in an official’s primary area, to which the officials’ attention becomes devoted.

**Primary Defender** – the defensive player for which a position (L, T, C) has primary responsibility to judge while refereeing the defense.

**Primary Whistle Tempo** – a whistle blown by an Official in their primary area (or primary defenders) to signal a foul or violation after the calling Official sees the entire play: start, develop, and finish.

**Rotation** – crew movement, dictated by the ball/post-play, which moves the crew to better angles to officiate the play. Lead moves across the key; Trail becomes center; Center becomes trail. This does not happen simultaneously and you should never leave a good look.

**Rough Play** – illegal contact between opponents which exceeds physical play and incidental contact, does not make an attempt to play the ball, or is directly aimed at ones opponent.

**RSBQ: rhythm, speed, balance, quickness** – during play, judge each of these items to determine if a player was placed at a disadvantage by an opponent.

**Secondary Defender** – a defender which is not an Official’s primary responsibility, but may enter the play from another Official’s primary.

**Secondary Whistle Tempo** – a whistle blown by a secondary Official to signal a foul or violation after the calling Official has seen the entire play (start, develop, finish) AND recognized the primary Official is unable to make the call (due to lack of information, poor angle, etc).

**Slow to Show** – Officials should always be slow to give preliminary signals, ensuring eye contact and communication with their partners. Be especially slow to show your preliminary signals during a double-whistle, as this could lead to Officials simultaneously indicating different signals.

**Straight-Lined or Stacked** – a poor position in which an Official cannot see space between players, caused when the Official is out of position and does not have an open look. Players are stacked, or in a straight line, and the Official cannot see between the players to referee the play.

**Strong Side** – the side of the court (when divided in the middle of the key from the baseline to the half-court line) on which both the Trail and Lead are located. Usually the side on which the play will finish.

**Switch** – two officials change positions, usually caused by a foul being reported.

**Table Side** – side of the court (when divided in the middle of the key from the baseline to the half-court line) where the table (timekeeper, scorekeeper) is locate.

**Ten & Two** – an attempt by Officials to keep all ten players and two partners within their peripheral vision at all times.

**To and Through** – when a competitor makes contact with an opponent directly in the chest or torso displacing and causing the opponent’s RSBQ to be negatively impacted (often used to describe a block/charge).

**Trail Official (T)** – Official positioned between the side-line and closest lane-line extended, near the 28-foot mark, opposite the Center and on the same side as the Lead.

## **OFFICIATING & EVALUATION FORM DEFINITIONS (continued)**

Weak Side – the side of the court (when divided in the middle of the key from the baseline to the half-court line) on which the Center is located. Usually the side opposite where the play will finish.

Triple Whistle – when all three Officials blow their whistles to stop play.

Wide-Out/Angle – position of Lead to mirror the ball, sometimes as far away from the key as where the 3-point arch on the baseline.

# PNBOA EVALUATION FORM



## Evaluation Form

Date: \_\_\_\_\_

Official : \_\_\_\_\_

Observer : \_\_\_\_\_

Varsity ☐ Boys ☐

Home : \_\_\_\_\_

Visitor : \_\_\_\_\_

JV ☐ Girls ☐

SCORING RANGE (MARKED AT TIME OF EVAL)			
Excellent = Consistent in all observed aspects	See scoring criteria for 2017/2018 season	Range and notes must be completed and marked on the evaluation form given to the officials at the end of the post game conversation - <b>Do not put score on forms at game site.</b> Give white copy to officials. Only one "check box" range per category should be marked. Email form to: ( <a href="mailto:penny@davisic.com">penny@davisic.com</a> )	
Above Average = Consistent in majority of aspects			
Average = Consistent in most aspects			
Needs Improvement = Inconsistent in majority of aspects			
CATEGORY	RANGE	FINAL	NOTES
<b>APPEARANCE AND FITNESS</b> Projects confidence and positive attitude. Physical condition allows official to keep up with the game and maintains proper court position. Proper uniform, well groomed, looks fit and professional.	<input type="checkbox"/> 5 Excellent <input type="checkbox"/> 4 Average <input type="checkbox"/> 3 Needs Imp		
<b>GAME MANAGEMENT</b> Proper pre-game procedures. Effectively manages coaches- follows WOA guidelines, manages players, substitutes and bench. Good dead ball officiating. Appropriate composure in handling volatile/pressure situations. Properly handles disqualified players/technical foul situations. Aware of shot/game clock starting and stopping & running down.	<input type="checkbox"/> 19-20 Excellent <input type="checkbox"/> 17-18 Above Avg. <input type="checkbox"/> 15-16 Average <input type="checkbox"/> 14 Needs Imp		
<b>COURT POSITION</b> Demonstrates mobility and hustle. In proper position to see entire play. Appropriately recognizes/initiates/responds to rotations. Position adjusts appropriately to obtain open angles. Appropriate position/coverage during press and transition. Demonstrates consistent & appropriate on/off ball coverage. Does not ball watch.	<input type="checkbox"/> 14-15 Excellent <input type="checkbox"/> 12-13 Above Avg. <input type="checkbox"/> 10-11 Average <input type="checkbox"/> 9 Needs Imp		
<b>RULES AND MECHANICS</b> Understands and consistently applies NFHS rules. Uses approved NFHS mechanics. Uses proper procedures for jump balls, throw ins, time outs and free throws. Uniform and equipment rules properly applied.	<input type="checkbox"/> 14-15 Excellent <input type="checkbox"/> 12-13 Above Avg. <input type="checkbox"/> 10-11 Average <input type="checkbox"/> 9 Needs Imp		
<b>PLAY CALLING</b> Appropriate calls from position. Appropriate whistle tempo. Observes start/develop/finish. Proper application of freedom of movement, displacement on ball handler and post, legal guarding position/screening/verticality. Penalizes "non-basketball" actions. Calls first foul, not retaliation. Differentiates physical vs. rough play. Like minded crew calls, double whistles when appropriate.	<input type="checkbox"/> 24-25 Excellent <input type="checkbox"/> 22-23 Above Avg. <input type="checkbox"/> 20-21 Average <input type="checkbox"/> 19 Needs Imp		
<b>COMMUNICATION</b> Effective verbal and non-verbal/eye contact communications with crew during on and off ball transitions, throw ins, and live and dead ball situations. Appropriate & effective communication with coaches/players/table. Exhibits strong voice/whistle. Effective communication on fouls/violations/out of bounds/3 pt shot/last second shot/jump ball and other game situations. Demonstrates good crew/help calls as appropriate.	<input type="checkbox"/> 19-20 Excellent <input type="checkbox"/> 17-18 Above Avg. <input type="checkbox"/> 15-16 Average <input type="checkbox"/> 14 Needs Imp		
<b>TOTAL SCORE:</b>		← Submit total scores to - " <a href="http://www.evals.org">www.evals.org</a> "	

WHITE – Official's Copy

YELLOW – Evaluator's Copy

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