

METRO OFFICIALS ASSOCIATION
www.MetroOfficials.com

REFEREE'S PROCEDURES

1. You must be registered with the TSSAA as active or inactive (1-615-889-6740).
2. \$90 membership fee, individual contractor sheet and clinic fees due by the end of the clinic. Late fee - \$25; returned check fee - \$40
3. You may attend as many or as few meetings as you wish, however your schedule will be stripped meeting to meeting missed.
4. You must score 80 or better on the closed book exam (TBA) or be eliminated from post-season assignments. Make-up test TBA.
5. Referees MUST CALL schools by noon on game day & by Friday noon for weekend games. Leave a callback phone number and get the name of the contact person. (MOA Administration does not recognize email communications between officials and schools as proper notification).
6. Referees MUST contact their partner by noon for week day games or by Friday at noon for weekend games. In the event a voice mail message is not returned (see above time limits), the referee must contact MOA Administration by noon. If a replacement is scheduled, the replaced referee could be immediately unassigned from the game(s). If the originally scheduled referee and the replacement referee report for the game, MOA Administration must be promptly notified.
7. Referees SHOULD be in the gym, properly dressed, and ready to go 15 minutes prior to game time. Games should start at the scheduled time. Referees are considered LATE if not in position by game time.
8. Referees MUST be well groomed and wear the appropriate attire (see below) for all games unless otherwise directed. Do not wear jewelry other than wedding band. Appropriate attire will consist of:
 - a. Solid black Basketball Referee shoes (shoes must be free of dirt/mud and shined)
 - b. Solid black socks
 - c. Solid black belt less Referee pants (pleated pants are preferred. Pants should not have belt loops).
 - d. "Black and white striped" no-collar, v-neck Referee shirt.
 - e. Black/navy jacket
 - f. Black T-shirt
 - g. Black whistle lanyard
 - h. Classic Fox 40 Official Referee Whistle
9. Referees MUST keep their dates and times properly blocked in www.thearbiter.net. DECLINED GAMES will be rarely excused. An email with an explanation must be sent to Kevin Key immediately. **Unexcused declinations will result in a \$50 fine.**
10. Referees MUST find their own replacement after "Accepting" all assignment's excluding emergencies, varsity, JV, and freshman games. The **original referee** and **replacement referee** must notify MOA Administration immediately. The replacement referee must contact the school and let them know who they are replacing. Contact MOA Administration as soon as possible if a Varsity, JV, and freshman re-assignment is needed.
11. Referees MUST report to MOA Administration all extraordinary situations involving any part of their assignment. This includes ejections of players, coaches, fans, and any other person's in the gym.
12. Referees MUST "Self-Report" Procedure violations to MOA Administration. "Partner-Reporting" is MANDATORY for tardiness and absences. Partner's MUST encourage self-reporting for other violations that are not deemed extraordinary. (Unless an immediate resolution is warranted, email notification is preferred as soon as possible).
13. Referees MUST contact MOA Administration in the event of game cancellations or forfeits. (Unless an immediate resolution is warranted, email notification is preferred as soon as possible).
14. Referees MUST always have MOA Administration telephone numbers available during their assignments.
15. Referees are expected to know the different "League Rules". (Common League specific rules include "Slaughter Rules", 3 point shots, & press rules). If unsure, ask the coaches. If still unsure or the coaches disagree, the home gym administrator shall be the final authority. Request the home gym administrator to find the League Rules documentation if possible.

Failure to comply with above Directives will result in a \$50 fine due at the next meeting or within 1 week, whichever comes first.

16. In the event of a "NO SHOW", partners are to start the game at the scheduled time. If working multiple games, attempt to have the gym administrator contact MOA Administration immediately. Officials will be paid "game and ½" rates when working alone due to a partner not showing.
 - a. 1ST VIOLATION OF PROCEDURE will result in a \$50 fine and 2 week suspension due at the next meeting or within 1 week, whichever comes first.
 - b. 2nd VIOLATION OF PROCEDURE will result in a \$100 fine and a 2 week suspension due at the next meeting or within 1 week, whichever comes first.
 - c. 3rd VIOLATION OF PROCEDURE will result in a \$100 fine and a 365 day suspension due before reinstatement.

Referees should have contact with the individual schools during **Inclement Weather** situations. If in doubt, contact MOA Administration.