

BASKETBALL ENGLAND

OFFICIALS' HANDBOOK

2024/25



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CONTENTS

INTRODUCTION	3
LICENSING	3
OFFICIALS DEPLOYMENT	3
OFFICIALS ELIGIBILITY	3
GAME DAY	4
GAME PREPARATION	4
MATCH FEES & EXPENSES	7
TRAVEL POLICIES & PROCEDURES	7
GAME APPOINTMENTS	9
DISCIPLINARY REPORTS	11
CODE OF ETHICS & CONDUCT	12
OFFICIALS LIABILITY & INSURANCE	13

INTRODUCTION

This document is designed to assist all officials who officiate in Basketball England's National Basketball Leagues (NBL) and Junior National Basketball Leagues (JNBL). The details and guidelines can also be adopted for local and regional leagues to improve standards.

All officials should be qualified and licenced to officiate in any game or competition that is affiliated to Basketball England. Officials should also ensure that the league or competition they officiate in is registered with Basketball England for their insurance to be valid.

LICENSING

All officials should be licensed before officiating any game either as a table official, referee or statistician. To obtain a license you are required create a membership profile accessible from the Basketball England Website and navigate through the licencing process.

Officials 16 years or older are required to obtain a Disclosure and Barring Service (DBS) check and complete a safeguarding declaration form (available on the membership portal). Officials 18 years or older are also required to complete a safeguarding course which can be completed online. From June 2024, only the Basketball England safeguarding course will be accepted. If you have currently have a certificate verified on your membership this will remain unchanged until it expires. The DBS check and safeguarding certificate lasts for 3 years from the date it is obtained.

More details regarding licensing, DBS and safeguarding requirements can be found on Basketball England's website here:

<https://www.basketballengland.co.uk/get-involved/officiate/licensing-for-officials/>

OFFICIALS DEPLOYMENT

All affiliated leagues require officials for the games to take place. The [NBL regulation](#) 40.4.4 (referees) and 41.2 (table officials) outlines the required number and level of officials. Basketball England is responsible for appointing referees for all games in the senior NBL competitions, not including the conference league. Clubs are responsible for appointing all table officials and statisticians as well as referees for competitions other than senior NBL. Some areas operate a central assignments system which is organised by a local Officiating Coordinator.

Basketball England uses the www.whostheref.com (WTR) portal to manage its referee appointments for the senior NBL competitions. Referees who appear on this list are required to meet a set of criteria to receive game appointments.

OFFICIALS ELIGIBILITY

Basketball England are committed to ensuring that all officials are of the highest standard when carrying out their duties in games. As such, there is a duty of care to prepare officials in relation to game knowledge and match fitness. Referees that wish to be deployed onto NBL games are expected to attend the National Referee Conference or a Regional Referee Conference and it is recommended that all other referees, table officials and statisticians attend a pre-season officiating conference. All officials are expected to keep their knowledge up to date by referring to the following resources, as well as other resources that may come available.

Officiating Conference – NBL referees are required to attend a pre-season conference where they will receive the necessary learning in preparation for the commencement of competition.

Fitness Test – This fitness test is a multi-stage test which involves running without stopping for up to 10 minutes dependant on age and gender. Full details can be found [HERE](#).

Rules Test – Officials are required to complete a rules test which comprises of 25 multiple choice questions based on the 100 questions issued prior to the test. The pass mark for this is 80% (20/25). There will be one re-sit for those that do not reach 80% but restricted assignments will be put in place until such time the referee reaches the required level.

Test Outcome – Those referees who do not reach the required level in the fitness and rules tests or do not attend a conference will have their assignments restricted. Competency will also be a key consideration.

GAME DAY

Referees for senior NBL games are required to arrive to their games in smart dress, suit with tie, trousers and shoes for men and shirt/blouse and trousers/skirt with shoes for women. All officials are required to wear the Basketball England official's uniform for their games.

Uniform should be:

- **Referees** - Basketball England official referee's shirt (grey or volt #REDD), black trousers, black socks and black trainers.
- **Table Officials and Statisticians** - Basketball England red top and/or hoodie/quarter zip, black trousers/jeans or skirt and black shoes/trainers.

GAME PREPARATION

It is essential that all officials are prepared for a game that they have been appointed to. The following guide is designed to assist all officials to prepare for their game to minimise the risk of any problems leading up to the game. References to WTR are specifically for referees.

6 weeks in advance (minimum) – Update personal availability calendar within WTR. You are required to update your availability calendar even on days where games have been published, including weekdays. All contact details should also be logged in your WTR profile.

3 weeks before the match – Games are published from the WTR platform. You will receive an email notification from WTR with details of the game(s) that you have been assigned to.

You are required to log into your WTR account and accept or decline the game. This should be done **within 48 hours** of receiving the appointment. If you decline, please provide a reason for your decline. If you do not accept or decline, we will remove you from the game.

5 days before the match day – The crew chief is responsible for contacting the umpire(s) to:

- Exchange contact numbers
- Confirm the travel programme. Consider the following when arranging your departure time - weather, strike action, any traffic problems, sports/music events.
- Confirm the location you will meet, i.e., meeting point if travelling together, car park of venue, café or reception of the venue.

NBL referees' contact details can be found in the WTR portal. If there is no response within 24 hours, please call your co-official to confirm arrangements. If there is no response at least 3 days before the match please email officiating@basketballengland.co.uk.

Match day

- The Crew Chief is required to contact their co-official(s) to confirm agreed arrangements are still in place.
- All referees are required to check the weather forecast and any incidents that might have occurred on the route that you plan to take.
- Depart for the game so that the arrival time, at the venue, is at least 1 hour before the scheduled tip time.

Before the game

- The Crew Chief is required to check the court and equipment for its suitability and safety prior to the pre-game meeting and raise any concerns at the meeting.
- Meet at the scorer's table at least 1 hour before the scheduled tip time ready for the pre-game meeting.
- The Game Day Delegate is required to conduct a pre-game meeting with team representatives and the officials. Pre-game agenda items which should be covered are:
 - Tip-off time
 - Uniform and team colours (no clashes, undergarments)
 - Equipment - table officials, visual score, 24 clock, PA system
 - Court issues having checked safety and eligibility
 - Pre- or post-match events (including team introductions)
 - First aid cover
 - Floor wipers
- The table officials are required to run through their pre-game checks/duties:
 - Timing equipment
 - Table equipment: alternating possession arrow, team foul markers, personal foul markers
 - Table set up: table officials in correct order
 - Scoreboard
 - Sounding devices
 - Substitute's chairs
 - Table Official's pre-game meeting
 - Information from referees: licence cards, duties i.e., Crew Chief/Umpire
- At least 40 minutes before the scheduled tip time the Crew Chief is required to conduct a pre-game meeting with their co-official(s).
- 20 minutes prior to the scheduled tip-off time the referees should arrive on court, in uniform, to greet teams, table officials and statisticians.
- At least 10 minutes prior to the scheduled tip-off time, the Scorer should ask each Coach to provide the starting five and sign the scoresheet.
- The Crew Chief is required to check all licence cards of the table official, statisticians and team members.

Under no circumstances should anybody participate in the game, which includes being seated on the bench, unless they hold a valid licence card.

Post-game duties

- Checking the Scoresheet - It is the Crew Chief's responsibility to examine and check the scoresheet at the end of the game to approve it before it is signed. A scoresheet can be corrected at any time PRIOR to the crew chief's signature if they believe an error has been made, even if this affects the final result. Referees can remind themselves what checks need to be made [HERE](#).
- In the event of any game day incidents both officials are required to complete a disciplinary report within 48 hours. Access the online disciplinary form [HERE](#).

MATCH FEES & EXPENSES

TYPE OF MATCH	REFEREES	TABLE OFFICIALS & STATISTICANS
NBL Division One	£49.00	£30.00
NBL Division Two	£47.00	£25.00
WNBL Division One & NBL Division Three	£40.00	£21.00
WNBL Division 2	£29.00	£15.00
Conference Men's League	£27.00	£15.00
Under 18 & Under 16	£24.00	£13.00
Under 14 & Under 12	£22.00	£12.00

In National Cup competitions fees will be charged at the rate of the highest team taking part in the game.

The rate does not change based on whether the game is officiated with two or three referees.

This information is also supplied in the NBL Regulations in Appendix 3.

For Junior NBL regular season games, the total match fee and expenses that may be claimed each game by each official shall not exceed a combined total of £35.00.

For all Junior Playoff matches the £35.00 max claim will not apply to ensure suitable officials can be appointed.

In all competitions, the Home Club shall be responsible for paying the match fees and expenses (all receipts for train/bus travel should be supplied along with the expenses claim form).

Expense forms should be submitted via the Wufoo forms found on the [Officiating Resources webpage](#).

HMRC expects all payments to be made by bank transfer or cheque. **All officials are responsible for paying their own taxes and National Insurance and must comply with HMRC regulations.**

Payments by BACS must be paid within seven clear working days of conclusion of the match. Payments made in cheque or cash must be made prior to the match. If you have not received payment after the seventh working day, email competitions@basketballengland.co.uk and officiating@basketballengland.co.uk a copy of your expense form so it can be raised with the club.

TRAVEL POLICIES & PROCEDURES

The travel expense rates to cover fuel costs and vehicle wear and tear is £0.45 per mile for personal car and £0.18 per mile for a company car. Expense forms should be completed on the day of the game using the online Wufoo form. This is then sent directly to the club. All expense forms are available [HERE](#).

Basketball England will endeavour to make nominations that do not exceed 180 miles combined for all referees (£81).

Travel together

Where possible, officials should travel together to ensure costs are kept to a minimum. This is a key factor when planning your travel route and should be discussed in advance of the fixture. Officials are expected to travel by the shortest distance. If you wish to make alternative arrangements which may incur additional costs, then you are required to receive prior agreement from Basketball England's Officiating Department.

Basketball England will investigate any claim from a club believing that they have been overcharged and will spot check games across the season. If it is found that an official has overcharged, they will be required to pay back the difference and may face disciplinary action.

Out of area appointments (OOAA)

For the purposes of development, referees can apply to receive game appointments outside of their geographical location (locations 100 miles or more from your home address) in order to receive games equal to the competency level or linked to the development programme you are involved in.

The expectation is that officials have been appointed as a result of an OOAA application should sacrifice a portion of their travel cost, so that, the total cost for the referee crew does not exceed the 180-mile limit (£81). This could happen in one of four ways:

1. Two officials travelling together out of area and claiming a combined 180 miles between them (2PO games).
2. Three officials travelling together out of area and claiming a combined 180 miles between them (3PO games).
3. One official travelling from out of area with a local official (2PO) or local officials (3PO). The official travelling from out of the area would charge the difference between the 180 miles total, and that of what the local referee(s) charge(s).
4. Two officials travelling from out of area with a local official appointed. The officials travelling from out of the area would charge the difference between the 180 miles total, and that of what the local referee charges (3PO games).

To apply for an OOAA please make it clear in the WTR note section which locations you would be willing to travel to, including the date(s). The information needs to be submitted 6 weeks in advance of any games you wish to be appointed to.

Public transport

If you are travelling to a game by public transport you are required to submit a copy of the ticket(s), which should display the ticket cost, together with your completed expenses form. Taxi journey's need to be pre-approved. For public transport travel you can reclaim the actual fare paid up to a maximum of second-class ordinary return.

Splitting travel expenses

There may be occasions where you officiate two games in one day. If you are travelling from one game to another you are required to calculate the whole journey i.e., home to 1st venue to 2nd venue to home and divide these expenses equally between the two clubs. The exception to this is when a club would be charged more because of splitting the expenses equally than what they would be charged if the claim were home to venue to home. In this scenario you would charge the closer team for home to venue to home and charge the other team the balance of your travel.

GAME APPOINTMENTS

Availability policy

Referees are required to have their availability calendar up to date a minimum of 6 weeks in advance. Referees are also required to keep their availability calendar up to date regardless of whether that weekend's games have been appointed to. It is expected that officials are available for at least 25 competition days through the season.

Officials are also required to keep their city up to date and the mobile contact number field which should be made available for other referees to view.

Competency

Referees have been placed into competency groups and details of the group you are in can be found in your WTR profile. You will be assigned to games according to your group. You will also receive games below your level of competency with a view of supporting less experienced officials.

	NBL1		NBL2		WNBL1		WNBL2		NBL3	
	CC	U1 & U2	CC	U1	CC	U1	CC	U1	CC	U1
Group A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Group B			✓	✓	✓	✓	✓	✓	✓	✓
Group C							✓	✓	✓	✓

Referees who have not met the criteria will have restricted appointments. This includes those referees who do not maintain their competency standard. Geographical location could restrict appointments for referees who live in a location where games are sparse. Those officials should refer to the 'Out of Area' policy if they wish to officiate more games.

Accept & decline policy

You will receive an email notification (from WTR) which will detail game(s) you have been appointed to. You are required to accept or decline your appointment(s) **within 48 hours**. If you decline an appointment you are required to stipulate the reasons for your decline. If you do not accept or decline a game within 48 hours, you will be removed from that game.

Once you have accepted an assignment you will be notified (by email via WTR) if any details of that game have changed such as a cancellation, tip time change, venue details change. Changes are administered by Basketball England's Competitions Department. In the event of a tip time changing, you have a further 48 hours in which to accept or decline the appointment.

You will also be updated about games that have been cancelled, postponed or forfeited. Games will be updated to reflect the cancellation and referees are required to log into WTR and confirm that they have been notified about the cancelled game. We will then remove the game from WTR.

LICENCE CARDS

IMPORTANT: If a participant does not have a valid licence card, they do not take part in the game, including the 20-minute warm-up and sitting on the team bench. NO LICENCE means NO PLAY or COACH, or other BENCH PERSONNEL role.

All licence cards should display an image of the person's face on the right-hand side of the card where the red box is in the below example.



PLAYER LICENCE

BASKETBALL ENGLAND

MEMBER NAME: [Redacted]

VERIFIED QUALIFICATIONS:
NOT APPLICABLE

LICENCE STATUS: Full LICENCE EXPIRY DATE: **31 MAY 2024**

LICENCE NUMBER: **LP00093347**

TEAMS: [Redacted]

LEAGUE LEVEL: **NATIONAL LEAGUE** BE NATIONALITY TYPE: **NON-NATIONAL - TYPE 2**

LICENCE TYPE: **SENIOR**

ROLES WITHIN BASKETBALL: **NONE SELECTED**

VERIFIED ADDITIONAL LICENCE PRODUCTS: **NONE**



COACH LICENCE

BASKETBALL ENGLAND

MEMBER NAME: [Redacted]

VERIFIED QUALIFICATIONS:
LEVEL 2

LICENCE STATUS: Full LICENCE EXPIRY DATE: **31 AUGUST 2024**

LICENCE NUMBER: **LC00007142**

TEAMS: [Redacted]

LEAGUE LEVEL: **NATIONAL LEAGUE** BE NATIONALITY TYPE: **NATIONAL**

LICENCE TYPE: **SENIOR ONLY TEAMS**

ROLES WITHIN BASKETBALL: **COACH**

VERIFIED ADDITIONAL LICENCE PRODUCTS: **NONE**

A licence card will be presented for each player, coach or bench personnel participating in a any national league game wither as a hard copy document or on an electronic device.

Referees should ensure that the card has the correct details such as:

- Team
- League level
- Licence expiry date
- Roles within basketball (player, coach or bench personnel - this should correspond to what is listed on the scoresheet).

Players who are injured or are not participating in the game are permitted to sit on the team bench as long as the total number of team members does not exceed 21.

Player eligibility

When checking licence cards, referees need to be aware of the player eligibility requirements for non-national players.

- Division 1 Men - maximum 2 x non-national type 1 players
- Division 1 Women, Division 2 Men, Division 2 & Division 3 Men – maximum 1 x non-national type 1 player

U18 non-national type 1 players count towards the team's total allowance for any game.

There is no limit on the number of non-national type 2 players who can participate in a game.

DISCIPLINARY REPORTS

Any disciplinary matter must be reported to Basketball England by all referees within 48 hours of the incident occurring or by Tuesday 12noon, whichever is earliest. If for any reason you are not able to adhere to this process, then you must contact Basketball England's Competitions department to inform them why the report will be late and how you will be sending it.

Even if it was your colleague's actions and you did not actually disqualify a participant or coach, a report must still be submitted by you based on what you saw and heard. Failure to adhere to these regulations may affect your future assignments and disciplinary action may be taken against you.

Any disqualifying foul or severe post-match misconduct must be reported, but a game disqualification for two technical fouls or two unsportsmanlike fouls or a combination of does not need to be reported. If a game is abandoned because a coach has received two technical fouls this should also be reported.

Table officials and statisticians may report incidents that happen within games.

The Integrity department may contact you if they learn about a concern to request a report for something you didn't deem reportable.

We would advise that if you are unsure if you should report something, then do so.

The Basketball England Report It Page can be accessed [HERE](#).

Importance of disciplinary reports & their accuracy

In some cases, these reports may be presented to solicitors acting for players or clubs, but in the first instance, clubs or individuals concerned receive a copy of the officials' reports as part of the disciplinary process.

Therefore, **personal opinions** on a particular person or party named within the report, or the nature of any penalty, or the gravity of any penalty that should be applied, **MUST NOT** appear on the official's report. Emotive comments should not be included. You only need report the **facts** including verbatim, actual comments or actions made by any parties concerned, i.e., foul or abusive language. Failure to do so, or the inclusion of an official's personal view, may adversely affect the disciplinary process.

CODE OF ETHICS & CONDUCT

Below is an extract from the Basketball England Code of Ethics & Conduct. The full copy can be found [HERE](#).

Match Officials - (Referees, Table Officials & Statisticians)

All affiliated match officials must:

- Treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation;
- Not tolerate foul, sexist or racist language;
- Only officiate in games or competition where all individuals are registered/affiliated to Basketball England;
- Realise that Basketball England does not advise that officials travel alone with anyone under 18 years of age or a vulnerable adult to or from games. We advise you to always have another adult with you;
- Be honest, consistent, objective, impartial and courteous when applying the rules of the game. Officials must resist any possible influence from protests on the part of participants or spectators of the game.
- Claim any affiliation, sponsorship or accreditation in a truthful and accurate manner;
- Show patience and understanding towards players who may be learning the game;
- Make every effort to prepare fully for a match, both physically and mentally. On a physical level, be able to keep up with the speed of the game, and be alert and close enough to make correct decisions;
- Ensure focus is maintained at all times, do not be distracted by mobile phones or personal devices unless identified prior to the game and are used to benefit the game. Decline to be appointed to a match if not completely physically or mentally fit to participate in that match (because of illness, injury, or for family or other reasons);
- Refrain from requesting hospitality, or accept any hospitality offered and considered to be excessive;
- Have regard to protecting the players by enforcing the laws of the game.
- Show due respect when speaking with participants in the game, even in the event of infringements;
- Set out the true facts in reports;
- Refrain from publicly expressing any criticism of fellow officials;
- Assist with the development of those with less experience.
- Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/ young people/vulnerable adults on a Self-Declaration form submitted to the BE Safeguarding and Compliance Manager.

OFFICIALS LIABILITY & INSURANCE

Concerns surrounding the personal liability of a referee with regards to the standards of basketball courts at various national league venues are addressed in the script below. The following clarifies any concerns as to whether referees would personally be liable for an injury that arose as a direct result of a venue not meeting the court standards laid down in the NBL regulations.

Referees will be appointed to NBL games by Basketball England stating which venue the game will be played. The referee can assume that this venue has been vetted accordingly and that Basketball England are fully aware of the conditions of that court. Referees must, however, still conduct a visual risk assessment of the venue with regards to the playing of the fixture to ensure the playing court and equipment has not deteriorated or been tampered with to a point where it is unsafe to be played. For example,

- A leaking roof on to the playing court, the game should not be played.
- Obstacles that can be moved, and in your opinion should be moved such as:
 - Football goal posts
 - Spectator chairs too close to the playing court.

Unless it is deemed unsafe to play the game then the game should go ahead. In the event that a venue does not meet the regulations, it needs to be reported to Basketball England by contacting the Competitions department at competitions@basketballengland.co.uk

The same principle applies for liability during play, as long as the Crew Chief can be shown to have acted reasonably, they will have a defence to a claim. One must remember that many injuries are caused by a mistimed challenge whether careless, reckless or with excessive force, by a player not by the referee. In most cases, all the referees can be expected to do is to take the appropriate enforcement action once the challenge has been made. He cannot prevent the challenge in the first place.

It is the referee's responsibility to check ALL LICENCES. All personnel on the bench should hold a valid NBL licence of the appropriate type (player, coach, bench personnel) otherwise they are not permitted to sit on the bench. Table officials and statisticians should also be licensed. All officials are reminded that they should not be refereeing in leagues that are not affiliated to Basketball England as they will not be covered by the insurance provided by Basketball England.