



# Referee Responsibilities & Closing checklist

## Thank you for refereeing our local competition.

We as a committee will support you in your efforts officiating the junior and senior competitions. If you have any ongoing issues with players, coaches or spectators please raise them with the Referee Co-ordinator in the first instance.

Please find below a checklist for games and for closing up of the stadium (you may be required to do this as the last referees/officials of the games). Local Rules and general information is provided below. Please take a copy to read. This document will also be published on our website [www.maryboroughbasketball.com](http://www.maryboroughbasketball.com). You can keep up with everything by signing up to receive emails, or like our Facebook page. Forfeits, weather cancellations, what's going on etc. are all posted on Facebook and our website.

Please register as a referee with Basketball Australia via our website. You can also register as a player (if you play). Note that all players pay fees.

I thank you in advance for your assistance.

### Local Rules Summary

1. Check all registered players names are on the scoresheet/lpad and ensure teams are sitting on the correct bench.
2. Ensure you have score bench officials.
3. A forfeit is declared when a team is unable to take the court after 10 minutes has expired on the time clock. The team with enough players will win the game on a forfeit 10-0. One point per minute is given to the opposition.
4. Game timings for junior and senior fixtures are 10-minute quarters with a one-minute break between quarters 1-2 & 3-4. Two-minute breaks apply at half time for juniors and three minutes for seniors.
5. The 24-second clock runs for Women and Mens A & B grade only (for the season).
6. Senior Semi, Prelim and Grand finals are 10-minute quarters with clock stopping for subs, time outs and free shots and every whistle in the last three minutes of the last quarter.
7. Junior Semi and Prelim finals are 10-minute quarters with clock stopping for time outs only. (One time out only per team per quarter.)
8. Junior Prelim & Grand finals are 10-minute quarters with clock stopping for time outs and every whistle in the last three minutes of the last quarter.
9. No TIME OUT in the last five minutes of the game in Senior & Junior fixtures.
10. Extra time is played only for Semis, Prelims and Grand Finals.
11. Regular team members are out of uniform if they wear colourful shorts or gym wear or incorrect playing shirt. Players not in uniform will receive one tech foul and one point awarded to the opposition. We do allow new players or borrowed players (first night) leniency on the playing uniform.
12. Please watch for dunking during warm up or during breaks. A warning is to be given. If offenders are persistent please inform Daniel Weedon so an official warning from the committee can be given to the offending player before next game.

13. Sign your name on the score sheet at end of game to ensure you are paid for your duties. Score bench personnel are also required to sign the scoresheet. Penalties apply if teams do not do duties. One competition point for each duty not undertaken. (please educate the score bench to ensure this is applied)
14. Please ensure the injury register is updated if any reportable injury (where a possible claim against sports injury insurance may arise) occurs during the game. This includes any player, official, score bench person. The Injury Register is located at the office window. Please email the Association's Secretary ([secretary@maryboroughbasketball.com](mailto:secretary@maryboroughbasketball.com)) that the Register has been updated and include a brief description.
15. Please update the MABA Incident Register if any reportable offences occur and ensure you enter all information required. The Incident Register located at the Office window. Please email the Referee Coordinator ([referee@maryboroughbasketball.com](mailto:referee@maryboroughbasketball.com)) that the Incident Register has been updated.

### **Closing of facility Checklist – Get players to assist**

1. Lock game ball away in appropriate ball box behind the score bench e.g. Junior/Senior
2. Cover up the clock. (Educate the score bench to do)
3. Turn off the 24-second clock on the end of the score bench B. Do not unplug Monday, Tuesday nights. Unplug and put in Office desk draw in red container on Wednesday nights.
4. Turn off the main clock (the power switch is located on the steel pole on which the clock is attached). (Educate the score bench to do this)
5. Turn off the 24-second clock at each end of baseline.
6. Make sure all louvers are closed, handles locked, in stadium and clubroom. (Educate players, parents etc. to assist with this)
7. Turn off the toilet lights – please check for running water and turn off if necessary. Flush any toilets of offending leftovers!
8. Turn off the fans if used. One switch is located behind the score bench near Ariadne Street doors. Other switch is located at the main lights switch. (Fire hose)
9. Turn off the outside lights near the outside courts doors as you lock those doors.
10. Turn off the court lights located near the fire hose reel.
11. Turn off the outside lights of the bar area. Check clubroom doors.
12. Turn off fans etc in clubroom if required.
13. Exit via the Office, closing internal office door. Close the outside door with button press door lock button on the inside of the door and ensure the bolt and padlock are secured correctly.
14. Close the double gates on the outside wire fence and hook the chain around gate.
15. Please report any maintenance issues, or concerns to a committee member, e.g. Referee Coordinator or Secretary.

Debra Alloway  
**President**  
**Maryborough Amateur Basketball Association Inc.**

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