**2023 ‐ 2024 TRAINING &**

**EVALUATIONS MANUAL**

**Revised 10/29/2023**



**Pacific Northwest Basketball**

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

 **All officials must register at www.evals.org**

Table of Contents

EVALUATIONS OVERVIEW & GOALS 3

Purpose and Goals 3

NFHS Rule Revisions & Points of Emphasis 3

Deadline Dates 4

Letter of Concern 5

REGISTERED OFFICIAL’S GUIDELINES 5

Registered Officials Responsibilities 6

Procedure Standards 6

VARSITY OFFICIALS’ GUIDELINES 7

Varsity Officials Responsibilities 7

Procedure Standards 7

Paid Varsity Evaluator Guidelines 8

Varsity Officials’ Evaluator Guidelines – Observing Registered Officials 8

Paid Evaluator Staff Exception (Ding List) 9

PROMOTIONS & REASSIGNMENTS 9

Training Academy “Camp” Requirements 9

Varsity Only Meeting 9

MISCELLANEOUS 10

Entering Evaluation Scores 10

Accessing Completed Evaluations 10

Apprentice Evaluations 10

INDEPENDENT PAID EVALUATOR STAFF 11

Evaluations Liaison/Coordinator 11

Evaluations Committee: 11

Officiating Definitions 12

PNBOA EVALUATION FORMS (For All Officials) 15

# 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 Varsity Members and Varsity Members evaluate Registered Members. These

evaluations serve several purposes, including:

* Fair, constructive and transparent feedback to Officials
* Improve the game oversight quality and consistency of our Officials
* Support the professional growth and development of our Officials
* Provide a ranked Varsity List and ranked Registered List

## NFHS Rule Revisions & Points of Emphasis

Each year the National Federation of State High School Associations (NFHS) update rules and provide points of emphasis (POE) for the season. It is imperative that all Officials and Evaluators understand and adhere to these revisions and POEs. The 2023‐2024 Basketball Rules Changes, Major Editorial Changes, and Points of Emphasis are included in your rule books.

## DEADLINE DATES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. Medical LOA’s can be submitted at any time. | Requirement | Will move to the bottom of respective list if not submitted on time/placed on LOA. | Varsity& Registered |
| NOV 17 | Varsity Officials must declare conflicts & “ding list” via email to Assignor. 2023-2024 Varsity and Registered Lists are posted to PNBOA web site. | RequirementNotification | 1. Failure to submit exceptions = no dings | VarsityVarsity & Registered |
| NOV 17 | Updated Evaluations Manual posted to PNBOA website | Notification |  | Paid Evaluators, Varsity & Registered |
| DEC 4 | First day of evaluations | Notification |  | Varsity& Registered |
| JAN 10 | Officials to notify Assignor and Evaluations Chair via email if they have not yet received 2 evals for Varsity Officials or 5 evals for Registered Officials by this date. | Notification |  | Varsity& Registered |
| MAR 1 | All scores to be posted by both Paid Evaluators and Varsity Officials. System will lock out at midnight on this date. | Requirement | Reward for 10 or more ***unique*** completed Registered evals. 0.25 added to interpolated final score) | Varsity and Paid Evaluators |
| APR 15 | Evaluation scores, preliminary interpolations, and interpolated end of the season scores posted to www.evals.org. | Notification |  | Varsity& Registered |
| MAY 17 | Final interpolations, Final overall scores, and preliminary lists posted at www.pnboa.org. | Notification |  | Varsity& Registered |
| JUN 3 | Promotion and reassignment letters emailed to Officials. | Notification |  | Varsity& Registered |
| JUN 30 | Final ranked lists after promotions posted at [www.pnboa.org](http://www.pnboa.org) | 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 at evals@pnboa.org 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 to determine 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.

Officials should use the Letter of Concern if:

* Evaluator fails to complete/provide a written evaluation
* Paid evaluator fails to deliver post-game evaluation
* Discrepancies occur (i.e. number of evals no not match what is reported on [www.evals.org](http://www.evals.org))
* A specific conflict or confrontation occurs with an Evaluator
* Replace an evaluation completed for a Varsity game with a Registered Official
* Replace a Varsity Official Evaluation if the Official also refereed the JV game prior
* An evaluation received from a dinged Evaluator
* See additional information in the Varsity Officials Responsibilities subsection below

# REGISTERED OFFICIAL’S GUIDELINES

“Evaluators” for the purposes of this section are **Varsity Officials**, who have the responsibility to evaluate the Officials working JV games. “Officials” for the purposes of this section are the “Registered Officials,” who are being evaluated on JV and/or Varsity games.

Our goal is to provide our Registered Officials with constructive feedback to enhance PNBOA Officials’ ability to referee. The numeric score given should be justified and supported by written and verbal comments. The scores provided by the Evaluators will be used to create a ranked list of the Officials. The top five individuals on the Registered List will be promoted to the Varsity List and the bottom five individuals on the Varsity list will be reassigned to the top five spots of the Registered List at the beginning of the current season. Additional vacancies on the Varsity list created by reassignments, leave of absence (LOA), and retirement will be filled in rank order from the Registered List excluding the bottom five Varsity Officials who were reassigned.

## Registered Officials Responsibilities

1. Provide Assignor with his or her availability to work via [www.arbitersports.com](http://www.arbitersports.com).
2. You will need to register at [www.evals.org](http://www.evals.org) in order for Evaluators to enter scores.

3) Maintain a positive learning attitude throughout the season and act within the guidelines, code of ethics, and professional expectations of all PNBOA Members.

4) ***Receive at least six (6)*** evaluations from a minimum of 3 games to establish an interpolated score average used to rank Officials on the Registered List. ***Games worked with a Varsity Official or Officials that provide an evaluation will count toward your six. If you work a varsity game, make sure your varsity partners provide you an evaluation for that game.*** Registered Officials receiving 5 evaluations or fewer will be listed alphabetically at the end of the Registered List.

5) Report discrepancies or lack of evaluations received (less than five) by Jan 10 via email or phone call to the Assignor.

6) Make yourself available during post-game to review evaluation. It is also recommended that Registered Officials stay and observe Varsity Officials for at least one quarter if not a complete half.

## Procedure Standards

1) The six (6) highest scores from different Varsity Officials will be used to calculate the Registered Officials final ranking.

2) Follow Deadline Dates as outlined in Evaluations Overview & Goals above.

3) It is the intent of the PNBOA to help ALL Officials improve.

4) Officials may NOT “opt‐out” of the evaluations process.

# VARSITY OFFICIALS’ GUIDELINES

“Evaluators” for this section are **Paid Evaluators**, who have the responsibility to evaluate the Officials on a Varsity game. “Officials” for the purposes of this section are the “Varsity Officials” subject to evaluation. Evaluations are meant to provide our Varsity Officials with constructive comments that enhance the Officials ability to effectively referee. Written and verbal comments should accompany the numeric score. Video snips may accompany the final score as well to help explain the Evaluators comments and provide useful insight. The scores provided by the Evaluators will be used to create a ranked list of the Varsity Officials.

## Varsity Officials Responsibilities

1. Provide his or her availability to work at [www.arbitersports.com](http://www.arbitersports.com).
2. You will need to register at [www.evals.org](http://www.evals.org) in order for Evaluators to enter scores.
3. Maintain a positive learning attitude throughout the season and act within the guidelines, code of ethics, and professional expectations of all PNBOA members.
4. Work at least ten (10) Varsity games.
5. Receive at least five (5) evaluations from ***different*** Paid Evaluators (3 in-person and 2 video). **You may receive two evaluations from the same evaluator so long as the crew and teams officiated are different.** The first (3) three in-person evaluations, in chronological order, will be used to calculate your score. Additional evaluations received will be for training and informational use only. The first two (2) video evaluations, in chronological order, will be used to calculate your score. If you do not receive enough video evaluations, additional in-person evaluations may be used, in chronological order, to supplement. The first five eligible (in chronological order) count toward your score and all evaluations have equal weight. You must have at least 5 evaluations in total to drop the lowest interpolated score.
6. If you receive an evaluation working with a Registered Official on a Varsity game, it may be dropped. Please submit letter of concern to evaluations chair and notify the Assignor to let them know the situation within 7 days of game date to receive a replacement evaluation.
7. If you work the JV or Junior High/Middle school game(s) before your Varsity game and get observed, you may have that observation removed and receive another observation. Please submit letter of concern and notify the Assignor to let them know the situation within 7 days of game date.
8. If you receive an evaluation from an evaluator that you have “dinged”, it may be dropped. Please submit letter of concern and notify the Assignor to receive a replacement evaluation within 7 days of game date.
9. Notify the Assignor via email or phone call if you have not received at least two (2) evaluations by Jan 10.
10. Be available during post-game review with Paid Evaluator to review evaluation and receive feedback.

## Procedure Standards

1) No evaluations will be conducted during playoff games unless the Official needs a fifth and final evaluation. The first four evaluations cannot be during the playoffs.

2) Follow Deadline Dates as outlined in Evaluations Overview & Goals above.

3) Officials may NOT “opt out” of the evaluation process.

**Paid Evaluator Guidelines for Varsity Officials**

1. Arrive at the game site in ample time to be prepared to evaluate the Officials.
2. Use the PNBOA sanctioned evaluation form for each Official (a copy is included at the end of this Evaluations Manual). You may be asked to evaluate JV games for the 2023-2024 season.
3. During the course of the game, document comments, diagrams, and feedback on the evaluation form in a legible fashion.
4. Evaluate the Officials according to the scoring outlined in the evaluation form which is included at the end of this Evaluation Manual. All evaluations must be accompanied with sufficient written comments to justify the score. If comments do not support the score as determined by the Evaluations Chair and/or Assignor it may be disqualified.
5. **Do not score the evaluation sheet at the time the evaluation is given the Official.**
6. Initiate dialogue with each Official about his/her performance on an individual basis and with the entire crew. Please make the post-game conversation a positive one.
7. Provide the Official with the top sheet of the evaluation form “white copy”.
8. Retain the bottom sheet of the evaluation form for your records “yellow copy”.
9. Score evaluations by subtotaling each category and then combining all the subtotaled category scores into a total score. You may score with any number in that range but please use only whole numbers.
10. Video evaluations must be submitted via email to the Official observed within SEVEN days of the game evaluated.
11. In-person evaluations must be provided to the Official after the game or within 48 hours of the evaluation via e-mail.
12. Upon completion, enter evaluation scores into the website at [www.evals.org](http://www.evals.org) within SEVEN days of evaluation date.

# VARSITY OFFICIALS’ GUIDELINES (observing Registered Officials)

1. Arrive at the game site in ample time to be prepared to observe the Official.
2. Use the PNBOA sanctioned evaluation form for each Official (a copy is included at the end of this Evaluations Manual). 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, and feedback on the evaluation form in a legible fashion.
4. Evaluate the Officials according to the scoring outlined in the evaluation form which is included at the end of this Evaluation Manual. All evaluations must be accompanied with sufficient written comments to justify the score. If comments do not support the score as determined by the Evaluations Chair and/or Assignor it may be disqualified.
5. The Varsity Official must observe a minimum of TWO full quarters or 16 minutes of the JV game.
6. **Do not score the evaluation sheet at the time the evaluation is given the Official.**
7. Initiate dialogue with each Official about his/her performance on an individual basis and with the entire crew. Please make the post-game conversation a positive one.
8. Provide the Official with the top sheet of the evaluation form “white copy”.
9. Retain the bottom sheet of the evaluation form for your records “yellow copy”.
10. Score evaluations by subtotaling each category and then combining all the subtotaled category scores into a total score. You may score with any number in that range but please use only whole numbers.
11. Initiate dialogue with each Official, about his or her performance on an individual basis and with the entire crew. Make the conversation a positive experience for all.
12. Provide the Official with the top sheet of the evaluation form “white copy”.
13. Retain the bottom sheet of the evaluation form for your records “yellow copy”
14. Upon completion, enter evaluation scores into the website at [www.evals.org](http://www.evals.org).

**Varsity Officials who complete 10 or more unique evaluations for different Officials (10 for boys and 10 for girls list) will be rewarded with a 0.25 increase to your final interpolated scoring average. Scores shall be posted within 14 days of the game evaluated.**

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 scored and entered into the [www.evals.org](http://www.evals.org) website no later than midnight **March 1st.**

## PAID EVALUATOR STAFF EXCEPTION (Ding List)

Varsity Officials are allowed to Ding one (1) Paid Evaluator for this season for both boy’s and girl’s games. This provides an opportunity for a Varsity Officials to not be observed by that particular Evaluator. In addition, Varsity Officials shall declare to the Assignor any conflicts of interest. These should be done via email to Assignor no later than **November 17th**. Refer to Paid Evaluator Staff for a complete list.

# PROMOTIONS & REASSIGNMENTS

# The top 5 ranked Officials on the Boy’s and Girl’s Registered lists will be promoted to the Varsity list at the end of the season. The bottom five Varsity Officials ranked at the end of the Varsity list will be reassigned to the Registered List (unless the BOD decides to waive this policy at its sole discretion). Any Varsity Official reassigned to the Registered list will be offered a scholarship to attend the PNBOA Fall Academy. Attending camp will not guarantee a promotion to the Varsity list.

## Training Academy “Camp” Requirements

All Officials who have been promoted from the Registered List to the Varsity List must attend one PNBOA approved offseason camp in order to qualify for this promotion for the following season’s Varsity list.

## Varsity Only Meeting

All Officials promoted from the Registered List to the Varsity List for the first time are required to attend the Varsity Only meeting the following season. This meeting covers current PNBOA issues and outlines requirements for new Varsity Officials. Officials that join the PNBOA through the transfer tryout program for the new season are also required to attend.

#

# MISCELLANEOUS

After all the evaluations have been scored and interpolated, the Evaluations Liaison/Coordinator via the PNBOA Board of Directors will publish four ranked Officials’ lists: Varsity and Registered for boys and Varsity and Registered for girls. Neither the Evaluations Chairperson nor the Committee members will have access to any evaluations or interpolated scores given to Officials.

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

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

## Entering Evaluation Scores

The PNBOA will continue to utilize the evaluations website at [www.evals.org](http://www.evals.org) to track and enter evaluation scores.

## Accessing Completed Evaluations

Varsity and Registered Officials must register and set up an account in [www.evals.org](http://www.evals.org)

Once Evaluators have loaded the completed evaluations, an Official can track and review their observations in [www.evals.org](http://www.evals.org). Evaluators are asked to input their evaluations within 14 days. No interpolated scores will be posted until April 15th. If an Official does not see the evaluation in their account, please contact the Assignor.

## 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. But those evaluations will not count toward promotion for the Apprentice official.

**Evaluations completed for Apprentices by Varsity Officials count toward total.**

# INDEPENDENT PAID EVALUATOR STAFF

|  |  |
| --- | --- |
| * Sun-Jia Cogen-Stein
 | * Linda Meredith
 |
| * Suzanne DePoe
 | * **Jillian Quinn**
 |
| * Kellie Fetterly
 | * **Joanne Sather**
 |
| * Bob Halloway
 | * **Jeff Shelton**
 |
| * Phil Hunt
 | * **Michael Smith**
 |
| * Ivan Jackson
 | * **Todd Weber**
 |
| * Duane Johnson
 | * **Ira Dunbar (girls only)**
 |
| * Jeremy Lazowska
 | * **Scott Fetterly (girls only)**
 |
| * Matt Mason
 |  |

##

## Evaluations Liaison/Coordinator

Penny Davis

## Evaluations Committee:

Michael Salyer – Chair - email address evals@pnboa.org

Cristal Beckstrom

Trila Bumstead

Jason Crider

Manuel Fernandez

Scott Fetterly

Johnathan Garrett

Justin Jolly

Michael Saito

**OFFICIATING 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 who has the best look at the play
* Ball Side – the side of the court where the ball is located
* BHD - ball handler and dribbler
* 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; call similar plays similarly on both ends of the court from the start of the game to the end of the game, officials should be like-minded
* Center Official (C or Slot) – Official positioned near the side‐line, from the free‐throw line extended, on the opposite side of the court as the Trail and Lead.
* Checklist – small patterns or lists of items Officials regularly follow to ensure proper application of rules, pre-game discussion, and game management to avoid errors.
* Close Down – the position of the Lead Official on the endline that is a one step outside the lane line extended and one to two steps off the endline.
* Competitive Matchup – opponents who are working/competing against each other as opposed to opponents who are six or more feet apart (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 made outside an Officials primary because it is an “Oh My Gosh” play that needs a whistle when the primary Official does not have a call. A crew call has a secondary cadence whistle.
* Double Whistle – a situation when two Officials may blow their whistles at about the same time on a foul or violation.
* Fifty‐Fifty Call – a call (violation or foul) made on play which could be called against either team. If possible, what has previously occurred in the game should be taken into consideration on a Fifty-Fifty play.
* 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 – contact with an opponent that is permitted and does not constitute a foul; contact that does not hinder the opponent from participating in normal defensive or offensive movement, should be permitted even though the contact is severe.
* Incorrect call - a foul/violation was called, but was not illegal by rule.
* Lead Official (L) – official positioned on the endline.
* 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.
* Mirroring the ball - the movement by the Lead based on the location of the ball.
* No‐Call – Correct - play looked like a violation/foul could have occurred, but was legal by rule.
* No‐Call Incorrect – a call, which is not made, but should have because the play was illegal by rule.
* Open Angle / Open Look – an Official’s position adjustment that prevents being straight-lined or stacked, thereby creating an open angle/open look to officiate primary/secondary coverage areas.
* Opposite Side – the side of the court opposite the table.
* Physical Play – a level of play, between opponents, which is of a high tempo, assertive, and during which legal and incidental contact occurs because players are making attempts to play the ball. RSBQ is not being affected. Just because players are making attempts to play the ball doesn’t make the physical play legal.
* Pinch the Paint – position of the Lead Official on the endline that is at the lane-line extended or one to two steps in the lane off the court to allow the Lead to get an angle to provide call of assistance on drives from the C. C has primary coverage.  Lead has secondary coverage.
* 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 create or maintain an open look or open angles of the action area in their primary coverage area(s) based on player and /or ball movement.
* Possession Consequence – using our judgement to assess the effects of contact on a player’s RSBQ and if it affects their possession of the ball.  Remember hand check and holding are just a couple of plays that may not cause a loss of possession of the ball, but are still fouls.
* Post‐Game – discussion among the crew (all Officials) after the game. It should include unusual plays/situations that occurred during the game, did we execute our pre-game regarding the overall management of the game.
* Pre‐Game – discussion among the crew (all Officials) regarding the overall management for the upcoming game: crew communication, rules, mechanics, special situations, POE’s (points of emphasis), etc.  Officials on the crew agree to certain standards regarding how they will manage and referee the game.
* Primary defender – the defensive player for which a position (L, T, C) has primary responsibility to judge while refereeing the defense.
* Primary match‐up – the most competitive match‐up, in an official’s primary area, to which the officials’ attention is focused.
* 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.
* RSBQ – rhythm, speed, balance, and quickness. This term is used as one criterion for judging contact by opponents.
* Rotation – live ball 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 one’s opponent.
* Secondary Defender – a defender which is not an on ball 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 officiating 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. Officials should position adjust to get out of a straight-lined or stacked officiating position.
* Strong Side – is defined as the side of the court where most of the players and the ball are located.
* Switch – a dead-ball situation where two officials change positions, usually caused by a violation called or a foul being reported that normally involves the calling official moving to a new position.
* Table Side – side of the court where the table (timekeeper, scorekeeper) is located.
* Ten & Two – an attempt by Officials to keep all ten players and two partners within their peripheral vision at all times.
* To and Through - this term is used to describe a moving player who comes TO a legal opponent, player makes contact with the opponent directly in the chest/torso and then continues THROUGH the defender. Used to describe a block/charge situation.
* Trail Official (T) – Official positioned near the side‐line and near the 28‐foot mark, opposite the Center and on the same side as the Lead.
* Weak Side – Side of the court opposite the ball.
* Triple Whistle – a situation in which all three Officials blow their whistles on or about the same time on a foul or violation.
* Wide-Out/Angle – position of the Lead Official on the endline that is on the strongside two to three steps inside the three-point arc line extended off the court mirroring the ball and one to two steps off the endline.

# PNBOA EVALUATION FORM

