

KC PREMIERE REFEREE JOB DESCRIPTION

The philosophy of KC Premiere is to provide players, coaches and fans fun, quality events that are well organized with our best possible customer service.

1. Arrive at assigned gym no less than 15 minutes before your scheduled game.
 - If you are not present at game time, the person who starts your game has the option of working the first half and will receive half of your pay for that game.
 - Additionally, you will not be assigned games the following week.
2. Check in with site supervisor / tournament director as soon as you arrive.
 - They will write down your arrival time on the payroll sheet for verification purposes.
3. Check with coaches who are playing next to assure score sheet is filled out and they have an ADULT score person ready to report to the score keeping table.
 - Check score sheets to verify ALL information has been entered on the form.
 - After game, circle final score on score sheets, bring both to gym supervisor.
 - Please do not submit incomplete score sheets to the gym supervisors!
4. Familiarize yourself with the operation of the scoreboard so you can train scorekeepers.
5. Make sure clock is counting down 3 min. halftime immediately after 1st half.
6. Make sure clock is counting down 5 min. immediately after game for next game's warm-ups.
 - This warm-up period may NOT be shortened for any reason and if it is MORE than 5 minutes to game time, then warm-up time should be adjusted accordingly.
7. Do NOT leave the gym area until your replacement has arrived, brief them.
8. See site supervisor at halftime of your last game to fill out payroll sheet & get paid.

KC PREMIERE REFEREE EXPECTATIONS

1. November 1- March 31st: winter uniform (referee pants only NO dockers, sweat pants, etc)
April – referee pants optional
May 1- September 30th: summer uniform (plain black shorts only, 1" logo ok, no stripes)
October – referee pants optional
2. Black or white socks and black shoes only
3. No jewelry except wedding rings or medical bracelets.
4. Pre-game meetings among officials are strongly recommended.
5. Pre-game meetings with team captains and coaches are required.
6. Officials will rotate on all shooting fouls.
7. Further switching is necessary and should be coordinated during the pre-game meeting.
8. Kristen or Kelly should be notified immediately regarding all incidents involving inappropriate behavior.
9. Special report must be filled out and submitted within 24 hours for ALL technicals (except admin techs).
10. First and foremost, be professional and customer service oriented. You are a valuable part of the KC

Premiere Basketball Program. Your integrity will allow KC Premiere Basketball to continue to prosper.
Thanks.

Official's Signature: _____ Date: _____

Kelly (Gym Supervisor) (816) 590-1685

Byron Jones (816) 719-7753

Kristen (913) 634-4522

KC Premiere Referee Information Form

Name: _____

Address: _____

City / State / Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

SSN#: _____

Certification (State): _____

Gender Preference: _____

Level Preference: _____

Schedule Preference: _____

Partner(s) Preference: _____

WE ARE REQUIRED BY LAW TO 1099 ANYONE MAKING OVER \$600/YR

KC PREMIERE REFEREE PAY SCHEDULE

(As of January 1, 2008)

<u>TYPE OF TOURNAMENT</u>	<u>LOCATION</u>	<u>GAME FEE</u>	<u>FORFEIT POLICY</u>
MAYB WINTER (3GG) MAYB SPRING (3GG)	LOCAL LOCAL	\$20 \$20	Full Pay, except Last Game ½ Pay
MAYB SUMMER (5GG) MAYB SUMMER (5GG)	LOCAL OUT OF TOWN	\$18 \$20	Guarantee Minimum Guarantee Minimum
PREMIERE FALL	LOCAL	\$20	Full Pay, except Last Game, ½ Pay
PREMIERE LEAGUE	LOCAL	\$20	Full Pay, except Last Game, ½ Pay

Cancelled Games or Schedule Changes: Games that are cancelled prior to the start of a tournament or league play will not be paid as the scheduler has sufficient time to notify the officials involved. Games cancelled or changed during an event will be paid if no notice was given unless inclement weather prevents playing games.

Late Ref Policy: All officials must check in with site director upon arrival to the gym. Any official who does not check in by 15 minutes prior to their first game will be documented. Tardiness will result in loss of future games.

Any official who has not checked in by game time will be documented. In this situation, the official who started the game has the option of finishing the game, unless game starts early, then they will be relieved at halftime.

Any officials who are reported as being late, unprofessional, or not hustling will be removed from e-mail list.

Some events require all officials to attend a mandatory meeting, if unable to attend games will be reassigned.

I have read and agree to the above terms and the referee pay schedule

Referee Signature

KC PREMIERE PROCEDURES FOR SPECIAL SITUATIONS

All NFHSAA rules apply (with respect to particular KS and MO rules) with the following exceptions:

1. A KC Premiere League game CAN start with 4 players on the floor and finish with 3 players.
2. A KC Premiere Tournament game must start with 5 players and can finish with 3 players. If additional players are on the way, then please allow a five (5) minute grace period to begin the game.
3. ANY KC Premiere game cannot be started LESS than 5 minutes early. In order to start a game early, BOTH coaches must willingly agree to an earlier start time, without being coerced by officials.
4. If a team is not at the gym at game time:
 - a. Step 1: NOTIFY gym supervisor, so they may attempt to contact the team
 - b. Step 2: Gym supervisor will contact Kristen or Byron and let them know the situation
 - c. Step 3: If the game is started within 15 minutes of scheduled start time, then the game will be played in its entirety.
 - d. Step 4: If the game is started within 20 minutes of scheduled start time, then the clock will NOT stop in the first half (except for time outs) and halftime will be shortened to 1 minute.
 - e. Step 5: If the game is started within 30 minutes of scheduled start time, then the game will consist of two (2) 15 minute halves with a clock that stops the last two minutes of each half if the score is 15 or less and on all timeouts.
 - f. Step 6: After 30 minutes, only one 20 minute half will be played. Clock stops last two minutes if the score is 15 or less.
5. Boys: 4th thru 6th grade divisions will play with an INTERMEDIATE (WOMEN'S) 28.5 size ball.
Boys: 7th thru HS divisions will play with a REGULATION (MEN'S) size ball.
The only exception to this rule is during MAYB Tournaments listed in the state of Kansas, in which case the 7th grade boys division will play with a 28.5 ball, unless BOTH coaches agree to use the larger ball.
6. Situations involving inappropriate coach or player behavior will be dealt with according to NFHS guidelines:
 - a. A technical foul will be assessed, or immediate player ejection may occur.
 - b. A second technical will be assessed; player or coach will then be automatically ejected
 - c. Two direct or three indirect technical fouls will result in the ejection of the head coach.
Note: Any ejection will be reviewed immediately by the Event Director to determine eligibility for future contests.
 - d. If player or coach is unwilling to leave after ejection, coach must remove player or him/herself within two minutes; otherwise, the offending team will forfeit the game.
 - e. If the situation persists, the police will be contacted.
7. Situations involving inappropriate fan behavior will be handled as follows:
 - a. Coach will be asked for assistance and warned that fan behavior may result in one or more technical foul(s) being assessed to the head coach.
 - b. Official may request assistance of site supervisor if fan needs to be removed.
 - c. If fan is unwilling to leave, coach must remove fan within two minutes; otherwise, the offending team will forfeit game.
 - d. If the situation persists, the police will be contacted.

Referee Signature: _____

Date: _____

Special Report of Misconduct

This form should be used to report any concerns or misconduct occurring at any event sponsored by Kansas City Premiere Basketball.

This includes all non-administrative technical fouls that are issued.

Please file this report prior to leaving the gym so that prompt and appropriate action can be taken.

Referee Filing Report _____

DATE: _____ **TIME:** _____ **LOCATION:** _____

Report concerning a Basketball contest between: **Boys / Girls**
(Circle one)

_____ **and** _____
(Team A) (Team B)

Report of Misconduct (Please mark appropriate areas)

1. Person(s) being reported: _____ Player _____ Coach _____ Fan(s) _____ Official
2. Brief, detailed explanation of incident being reported: