

R/C: To Do List

Several weeks before tournament:

I will contact you with all the tournament information available at the time including:

- the contact info for the assistant evaluator/s from the host board.
- the tournament convenor's contact info
- a copy of the budget for the tournament
- the names, e-mail addresses and telephone numbers of the participating officials

Contact the officials within one week of receiving their names *to introduce yourself* and congratulate them on being selected. You may not have any other information to give them at that time, but it will reassure them that they are participating.

Contact the tournament convenor. (Note: For OFSAA tournaments please refer to the OFSAA web <http://www.ofsaa.on.ca/championships-festivals> and click on the appropriate championship (i.e. Basketball – Girl's A) in the festivals dropdown list to go to the championship website. The website will have information such as convenor name, contact information, draw, directions, etc.) He/she should already know who you are through early discussion with me. An example of a contact letter is attached at the end of this document (see Attachment 1).

Please review all details of the tournament as you understand them including verifying hotel requirements with convenor.

Make sure the travel officials are booked 2 per room (unless a gender issue necessitates singles). Your room should be a double as well in case an assistant from an outside board is working with you, or I am attending.

If you live more than a couple of hours away you may want to consider staying over on the last night as well. I suggest you discuss this with the convenor before the tournament. If the convenor balks at covering the cost, pay the bill for the additional night and submit it with your expense sheet.

Contact the tournament officials by e-mail and provide them with detailed information:

- Your name, phone number, and e-mail address
- Confirmation of tournament dates
- Review of tournament details, especially regarding payment of expenses
- Where and when pre-tournament meeting will be held.
- The tournament dress code: All people ie R/C, assistants, and officials are required to be dressed in business attire (male: shirt, tie, dress pants, female: business attire)
- The official game uniform will be Grey shirt (preferably with no board crests), black slacks, black socks, black shoes, black Fox 40 whistle. It is
- recommended that the officials wear the black CABO jacket. If one official does not have a jacket both are not to wear one.

Contact your assistant(s). Arrange to meet with them before the Coaches' meeting and take

them with you. Meet with your assistants prior to every meeting with the officials. Allow the assistant(s) to make comments at these meetings.

Assistants should be made part of the evaluation team, working with the RC not just for them. Their input and participation is valued and they should be made to feel that way.

The RC should ask the assistant(s) for game notes on the officials they observed for evaluation purposes. The RC is responsible for and expected to write the evaluations. Assistants may write evaluations if they are the only one who observed the official. This should be avoided, if possible.

Make your first set of assignments. A crucial responsibility of the R/C job is to make sure that the game assignments are suitable.

Assigning Guideline #1

Prior to the tournament try to get some information on the pool of officials who are assigned to the tournament. Sources include the Provincial Supervisor (any previous records of evaluation) and the local board contact (who will know the capabilities of the local officials).

Assigning Guideline #2

In general, games between the top and bottom seeds will have predictable outcome. These games will be good spots for officials that are unknown to the R/C.

Conversely, games between teams that are closely seeded will be more competitive, and potentially more difficult. These games generally require the top officials at the tournament.

Assigning Guideline #3

For the first day's assignments, try to avoid assigning officials to games involving their "home area" teams, or with partners from their own board.

Familiarize yourself with the appropriate rule book, case book, and officials' manual. The evaluation of the officials must be consistent with the information in these publications.

At least one week prior to the tournament:

Prepare any worksheets you will need for the tournament.

Many local boards are now providing some type of hospitality/social for the officials working the tournament. Contact the local board president and see if the board intends to do so and if so what/when.

Prepare your Pre-Tournament meeting (see below).

Pre-Tournament

Arrive at the tournament in time to meet the convenor and insure that all details agreed to are in place. You and your assistants should *attend the coaches' meeting* to introduce yourself, answer questions, etc.

Hold the pre-tournament meeting with officials. The following should be attended to:

- Provide the officials and your assistants an envelope to self-address. Address one for yourself. Keep them till after the tournament. The cost to purchase envelopes is covered in the miscellaneous funds you will receive.
- Review the tournament details, such as game times, locations, accommodations, payment of expenses and per diems, etc. Answer any questions.
- Review with the officials the criteria upon which you will be evaluating them. You may wish to include your personal points of emphasis (advantage/disadvantage, hustle, etc.)
- Explain the coaches' input in the assigning process as outlined in the OFSAA/OABO agreement
- Assign the games. You should designate "R" and "U". If officials will be working more than one game on any day, make sure that there is a sufficient rest period between games. Determine a time and location for officials to meet at the end of the day to receive their next assignment and discuss concerns.
- Remind the officials to complete the R/C evaluation form on line: www.oabo.ca within two weeks of receiving their written evaluations. Assure them that these will come directly to me and only I will know their identity unless they write something in the evaluation that would identify them to the R/C.

During the Tournament

Assigning Guideline #4

As the tournament progresses, generally assign the best officials to the most crucial games.

- Avoid having the same official see the same team repeatedly.
- Avoid pairing officials who apparently do not work well together.
- Avoid having officials work back to back on days where they will be working two games
- To promote female officials as role models, female officials of comparable ability to male officials should be assigned to the medal round at women's tournaments.

Note: The Assigning Guidelines are considerations and while desirable, are only guidelines. One or several may have to be waived, depending on the strength of the pool. Weak officials, or an official who is having a bad tournament, cannot expect to work more than the minimum number of games (usually two).

Each official every game must be evaluated. It is recommended that, unless there is a major problem, you review the performance, in a private location, at the end of the game, rather than at half time. Suggestions for improvement should be given in a positive, constructive manner. Make yourself available to discuss issues or concerns, at appropriate times, with individual officials throughout the tournament.

In a multiple site tournament, you have to rely on getting feedback from your assistant(s) and work on reaching a consensus on the assignments for the next round. If there isn't consensus, it is the RC's responsibility to make the final determination.

Accepted practice is to cut the championship side of a tournament down to eight officials when you reach the quarter finals and these eight should continue to work the championship side unless after the quarters you feel further cuts are necessary. Depending on format and structure of the tournament and the compliment of officials, this may not fit the situation. The decision rests with the RC to vary as warranted. When the tournament is reduced to one site you will assume the sole responsibility for the evaluation of the officials' performance.

Schedule a meeting time and place at the end of each day. Review concerns that you and your assistants have observed. Announce the next round assignments.

Find out from the official's what their officiating experience is in respect to levels/types of games officiated, camps and developmental opportunities they have had and their goals in officiating. This can be done pre-tournament or during the tournament. This information will aid you in making the most appropriate future recommendations for the individual officials.

Post Tournament

Immediately after the tournament submit the Tournament Expense Forms to me. After I have checked them I will forward to the Secretary Treasurer so that he may pay the officials. You will be paid once copies of the evaluations have been received by me.

Immediately after the tournament send the envelopes that the officials, assistants and you have pre-addressed to the OABO Secretary Treasurer. These will be used for mailing the officials their game fees and expense cheques.

Within two weeks of the tournament complete the evaluation form on the OABO web site and forward to each official a copy of his/her evaluation by e-mail. Please copy the assistant evaluators, the Membership Support Officer and myself on the e-mail. If you cannot meet this deadline you must inform me immediately. Failure to do so may result in the forfeiture or adjustment of your honorarium for the tournament. When completing the evaluation reports, bear in mind the following points:

- The evaluation should not contain any surprises. There should not be specific comments on the report which were not covered in any post game verbal evaluations.
- Any category ranked as an "A" (acceptable) or an "N" (**needing improvement**) **requires a comment.** The comments should be positive and guide the official to making improvements.
- If you are evaluating the AAA tournament please recommend in your summary that your top three ranked officials attend the Elite camp to be observed by the panel supervisors. If they are already working on a panel this is not necessary. You could certainly recommend others if you believe it is appropriate.
- The language must be clear, with forceful and active statements. Clearly state any problems and make recommendations how they may be addressed.

- Please do not assign the official a specific tournament ranking on his/ her evaluation form. However, in the summary a recommendation should be made regarding future appointments of the official to camps, provincial, national appointments.
- Keep copies of the evaluations for your records.

Complete a Tournament Report Form and return to me. In the tournament report comment on the general pool of officials and their suitability for assignments to the tournament. As well, cover any difficulties that arose which made the job of the officials more difficult. If there are difficulties with certain official(s) please send a report to me separately, do not include this in the tournament report.

Make any recommendations that you feel may help this tournament in the future. I would also like a breakdown of who worked what games on the last day.

Note: No individual that is not directly involved with the tournament is to attend any meeting, be asked to speak to the officials, or do any evaluations of them. The only exception to this rule is the Provincial Supervisor.

Hope this helps. Please contact me if you have any questions.

Tim

ATTACHMENT 1 INTRODUCTORY LETTER

(Date)

Tom Grantis
Governor Simcoe SS
15 Glenview Ave
St. Catharines, ON L2N 2Z7

Tom:

This letter is to introduce myself. My name is Don Thorne. You have probably been notified by Bruce Covert that I have been appointed the RC for the girls OFSSA AAA Championships. I have been in contact with the Niagara Board of Officials and they will be notifying me in the near future as to who our assistants will be.

I have listed below the various phone numbers and e-mail addresses where I can be reached.

phone numbers
home: 519-576-5349
work: 519-884-1860 ext 279
cell: 519-577-9166
fax : 519-884-2288
e-mail address donthorne@sympatico.ca or dthorne@northfieldmetal.on.ca

I was able to grab quite a bit of information from your OFSSA web site including the schedule and maps for the schools. There are a couple of additional items that I could use right away. Who do I contact regarding Hotel rooms so that I can give them a list of officials that are coming in from out of town?

When and where will the coaches meeting be held?

Lastly, for now, I will need a room scheduled to hold meetings for:

- I. a pre-tournament meeting with the evaluators and all the officials Thursday morning from 9 am to 11:00 am,
- II. Thursday night after the last game is completed (approx 10:30pm for about ? hr 45 minutes),
- III. Friday after the ? finals (approx 3:30pm for about ? hr),
- IV. Friday night after the semi finals (approx 10:30)

I would prefer all the meetings to be at Governor Simcoe SS if possible.

I look forward to working with you at this Provincial Championship event.

Regards,

Don Thorne