



CANADIAN ASSOCIATION OF BASKETBALL OFFICIALS  
ASSOCIATION CANADIENNE DES ARBITRES DE BASKET-BALL

# National Officials Certification Program



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## Introduction

The National Officials Certification Program is a cooperative effort between Canada Basketball and the Canadian Association of Basketball Officials. In 2007 a steering committee was organized to put together the framework and curriculum for this program. The purpose is to assist in the education and development of officials. The program consists of 5 levels, 3 of which are administered by the Provincial Association, 1 by CABO and 1 by FIBA. Certification is not a requirement to officiate. However, CABO and Canada Basketball strongly encourage all officials to become certified.

The essence of the program is contained in the core outcomes:

- Rule Knowledge
- Floor Mechanics
- Game Management
- Court Presence

This document contains the curriculum and associated material for the National Officials Certification Program. The textbooks for this course will be the FIBA Official Basketball Rules 2008, FIBA Official Basketball Rules 2008 – Official Interpretations and the FIBA Referees Manual Two Person Officiating (with Canadian amendments) and Three Person Officiating.

### **General Section**

This Section contains:

1. General Information – outlines course sections, course design, course provider, course administration for each level and certification requirements
2. Program Description – an overview of expected core outcomes including the criteria, evidence and measurement for each level
3. Course Sessions – describes the sessions to be presented
4. Standard Assessment Form - on-court evaluation template



## **General Information**

**Program Name: National Officials Certification Program**

**Courses: There are 5 courses, Level 1 to Level 5**

### **Course Sections**

1. Levels 1, 2 and 3 consists of three sections: Rule Knowledge, Officiating Mechanics, On-court Assessment
2. On successful completion of all three components at each level, a candidate will be recognized as a certified Level 1, Level 2, or Level 3 Basketball Official
3. Level 4 consists of On-court Assessments at a National Tournament or by a National Observer
4. Level 5 consists of FIBA international certification

### **Course Design**

Levels 1 to 4 have been designed and developed by Canada Basketball and the Canadian Association of Basketball Officials.

Level 5 is the FIBA international certification course.

At each successive level, officials are expected to learn and demonstrate additional skills and a higher level of competency.

### **Course Provider**

The courses for levels 1 to 3 shall be provided by local referee organizations within each province, with the approval and support of the provincial officiating associations.

The course for level 4 shall be provided by CABO national evaluators.

The course for level 5 shall be provided by FIBA international instructors.

### **Course Administration**

The instructor shall be a qualified educator/evaluator approved by the appropriate association or authority.

### **Certification**

The candidate must successfully achieve the learning outcomes of each module as assessed by the CABO national exam and on-court observation according to the standard required at each level.

### **Re-certification**

All officials shall re-certify no later than 12 months following October 1<sup>st</sup> after each summer Olympic Games. In order to re-certify, an official shall pass the CABO national exam according to the standard required at each level.

### **Reference Material**

Reference material shall include, but not be limited to, course notes, rulebooks, casebooks, mechanics books, instructional DVD's, Power Point presentations and selected videos.

Details of specific course content and required learning outcomes are in the course description for each level.

# National Officials Certification Program

## Level 1

### **Core Outcomes**

- Rule Knowledge
- Floor Mechanics
- Game Management
- Court Presence

### I. Rule Knowledge

#### A. Criteria

1. Demonstrated technical competency on written test
2. Applied technical knowledge in game situations

#### B. Evidence

1. Achieved the national standard on written test
2. Ability to detect and rule on infractions

#### C. Measurement

1. Achieved a score of 70% on the CABO national exam
2. Achieved a score of 70% accuracy in detecting/ruling on infractions in game situation(s)

### II. Floor Mechanics

#### A. Criteria

1. Movement, positioning and primary responsibility
2. Communication (whistles, voice, etc.)
3. Procedures (fouls, violations, resumption of play, etc.)

#### B. Evidence

1. Movement, positioning and primary responsibility
  - Demonstrates proper use of lead/trail mechanics
  - Seeks optimal position from which to observe whole play
2. Communication
  - Blows the whistle strongly and sharply
  - Communicates verbally and clearly to partners, table officials, players and coaches
  - Uses approved signals as required
3. Procedures
  - Follows approved procedure for resumption of play after a foul
  - Follows approved procedure for resumption of play after a violation
  - Follows approved procedure for resumption of play after substitution
  - Follows approved procedure for resumption of play after time-out

#### C. Measurement

1. Movement, positioning and primary responsibility
  - Five 4-point sliding scales measuring: a) movement, positioning and primary responsibility.

Seldom	Always
1	2 3 4

- Candidates must achieve a total score of 14 or better out of a possible 20.

2. Communication
  - Three 4-point sliding scales measuring: (a) whistle, (b) voice, and (c) signals.

Seldom				Always
1	2	3	4	

- Candidates must achieve a total score of 7 or better out of a possible 12.
3. Procedures
    - Four 4-point sliding scales measuring: (a) fouls, (b) violations, (c) substitutions and, (d) time-outs.

Seldom				Always
1	2	3	4	

- Candidates must achieve a total score of 9 or better out of a possible 16.

### **III. Game Management**

#### A. Criteria

1. Game administration
2. Teamwork
3. Game awareness

#### B. Evidence

1. Game administration
  - Safety
    - Is alert to possible safety hazards
    - Takes appropriate action to eliminate safety hazards
    - Follow appropriate procedures in case of injury
  - Is punctual
  - Participates in a pre-game conference with partner
  - Ensures that table officials are prepared to perform their tasks
  - Facilitates an efficient flow of the game by:
    - Promptly resuming play following dead ball periods
2. Teamwork
  - Communicates clearly with partner
  - Communicates clearly with table officials
  - Avoids improperly making decisions in partner's primary area
  - Supports partner
3. Game awareness
  - Alertness to:
    - Game clock
    - Shot clock
    - End of period
    - Last two minutes of play
    - Time-out requests
    - Substitution requests and restrictions
    - Correctly identifying shooter in free throw situations
    - Changes in the intensity and/or pace of play
    - Emotional state of players, coaches and self

C. Measurement

- Three 4-point sliding scales measuring: (a) game administration, (b) teamwork, and (c) game awareness.

Seldom	Always
1 2	3 4

- Candidates must achieve a total score of 7 or better out of a possible 12.

**IV. Court Presence**

A. Criteria

1. Physical Appearance
2. Physical Conditioning
3. Body Language
4. Decisiveness
5. Rapport With Participants

B. Evidence

1. Physical Appearance
  - Wears proper uniform
  - Is well-groomed
2. Physical Conditioning
  - Is able to meet required physical demands for duration of the game
    - Quickness
    - Endurance
3. Body Language
  - Exudes enthusiasm and involvement
  - Remains engaged for entire game
4. Decisiveness
  - Exudes confidence without arrogance (refer also to *Floor Mechanics: communication*)
  - Makes decisions without undue delay
5. Rapport With Participants
  - Demonstrates positive interaction with coaches and players at appropriate times

C. Measurement

- Five 4-point sliding scales measuring: (a) physical appearance, (b) physical conditioning, (c) body language, (d) decisiveness, and (e) rapport with participants.

Seldom	Always
1 2	3 4

- Candidates must achieve a total score of 11 or better out of a possible 20.

## Level 2

### **Core Outcomes**

- Rule Knowledge
- Floor Mechanics
- Game Management
- Court Presence

### **1. Rule Knowledge**

#### A. Criteria

1. Demonstrated technical competency on written test
2. Applied technical knowledge in game situations

#### B. Evidence

1. Achieved the national standard on written test
2. Ability to detect and rule on infractions

#### C. Measurement

1. Achieved a score of 80% on the CABO national exam
2. Achieved a score of 80% accuracy in detecting/ruling on infractions in game situation(s)

### **II. Floor Mechanics**

#### A. Criteria

1. Movement, positioning and primary/secondary responsibility
2. Communication
3. Procedures

#### B. Evidence

1. Movement, positioning and primary/secondary responsibility
  - Demonstrates proper use of lead/trail mechanics
  - Obtains optimal position from which to observe whole play
2. Communication
  - Competently blows the whistle strongly and sharply
  - Competently communicates verbally and clearly to partners, table officials, players and coaches
  - Competently uses approved signals as required
3. Procedures
  - Competently follows approved procedure for fouls
  - Competently follows approved procedure for violations
  - Competently follows approved procedure for substitutions
  - Competently follows approved procedure for time-outs
  - Competently follows approved procedure for resumption of play

#### C. Measurement

1. Movement, positioning, and primary/secondary responsibility
  - Five 4-point sliding scales measuring: a) movement, positioning and primary/secondary responsibility

Seldom	Always
1 2	3 4

- Candidates must achieve a total score of 15 or better out of a possible 20

## 2. Communication

- Three 4-point sliding scales measuring: (a) whistle, (b) voice, and (c) signals.

Seldom	Always
1 2	3 4

- Candidates must achieve a total score of 9 or better out of a possible 12.

## 3. Procedures

- Four 4-point sliding scales measuring: (a) fouls, (b) violations, (c) substitutions and, (d) time-outs.

Seldom	Always
1 2	3 4

- Candidates must achieve a total score of 12 or better out of a possible 16.

## **III. Game Management**

### A. Criteria

1. Game administration
2. Teamwork
3. Game awareness

### B. Evidence

#### 1. Game administration

- Safety
  - Is alert to possible safety hazards
  - Takes appropriate action to eliminate safety hazards
  - Follows appropriate procedures in case of injury
- Is punctual
- Participates in a pre-game conference with partner
- Ensures that table officials are prepared to perform their tasks
- Facilitates an efficient flow of the game by:
  - Interrupting only when necessary
  - Capably administering dead ball periods
  - Promptly resuming play following dead ball periods

#### 2. Teamwork

- Communicates clearly with partner
- Communicates clearly with table officials
- Assists and supports table officials
- Avoids improperly making decisions in partner's primary area
- Supports and encourages partner

#### 3. Game awareness

- Alertness to:
  - Game clock
  - Shot clock
  - End of period
  - Last two minutes of play
  - Alternating possession
  - Emotional state of players, coaches, partner and self
  - Player fouls
  - Team fouls
  - Time-out requests
  - Substitution requests and restrictions
  - Correctly identifying shooter in free throw situations
  - Changes in the intensity and/or pace of play

- Conflict Prevention and Resolution
- Takes appropriate steps to diffuse potential conflicts
- Handles conflict calmly
- Administers appropriate penalties competently

C. Measurement

- Three 4-point sliding scales measuring: (a) game administration, (b) teamwork, (c) and game awareness .

Poor				Excellent
1	2	3	4	

- Candidates must achieve a total score of 9 or better out of a possible 12.

#### IV. Court Presence

A. Criteria

1. Physical Appearance
2. Physical Conditioning
3. Body Language
4. Decisiveness
5. Rapport With Participants

B. Evidence

1. Physical Appearance
  - Wears proper uniform
  - Is well-groomed
  - Appears physically fit
2. Physical Conditioning
  - Is able to meet required physical demands for duration of the game
    - Quickness
    - Endurance
3. Body Language
  - Exudes enthusiasm and involvement
  - Remains engaged for entire game
  - Is non-confrontational
4. Decisiveness
  - Exudes confidence without arrogance (refer also to *Floor Mechanics: communication*)
  - Makes decisions without undue delay
5. Rapport With Participants
  - Demonstrates positive interaction with coaches and players at appropriate times

C. Measurement

- Five 4-point sliding scales measuring: (a) appearance, (b) physical conditioning, (c) body language, (d) decisiveness, and, (e) rapport with participants.

Poor				Excellent
1	2	3	4	

- Candidates must achieve a total score of 13 or better out of a possible 20.

#### Level 3

**Core Outcomes:**

- Rules Knowledge
- Floor Mechanics
- Game Management
- Court Presence

**1. Rule Knowledge**

A. Criteria

1. Demonstrated technical competency on written test
2. Applied technical knowledge in game situations

B. Evidence

1. Achieved the national standard on a written test
2. Ability to detect and rule on infractions

C. Measurement

1. Achieved a score of at least 86% on a CABO national exam
2. Achieved a score of at least 86% accuracy in detecting/ruling on infractions in game situation(s)

**II. Floor Mechanics**

A. Criteria

1. Movement, positioning, and primary/secondary responsibility
2. Communication
3. Procedures

B. Evidence

1. Movement, positioning, and primary/secondary responsibility
  - Demonstrates proper and efficient use of floor mechanics
  - Obtains optimal position from which to observe whole play
2. Communication
  - Efficiently blows the whistle strongly and sharply
  - Efficiently communicates verbally and clearly to partners, table officials, players and coaches
  - Efficiently uses approved signals as required
3. Procedures
  - Efficiently follows approved procedure for fouls and resumption of play
  - Efficiently follows approved procedure for violations and resumption of play
  - Efficiently follows approved procedure for substitutions and resumption of play
  - Efficiently follows approved procedure for time-outs and resumption of play

C. Measurement

1. Movement, positioning, and primary/secondary responsibility
  - Four 4-point sliding scales measuring: a) movement, position, and primary/secondary responsibility

Seldom	Always
1	2 3 4

- Candidates must achieve a total score of 12 or better out of a possible 16

2. Communication
  - Three 4-point sliding scales measuring: (a) whistle, (b) voice, and (c) signals.

Seldom			Always
1	2	3	4

- Candidates must achieve a total score of 9 or better out of a possible 12.
3. Procedures
    - Four 4-point sliding scales measuring: (a) fouls, (b) violations, (c) substitutions and, (d) time-outs.

Seldom			Always
1	2	3	4

- Candidates must achieve a total score of 12 or better out of a possible 16.

### **III. Game Management**

#### A. Criteria

1. Game administration
2. Teamwork
3. Game awareness
4. Game control

#### B. Evidence

1. Game administration
  - Safety
    - Is alert to possible safety hazards
    - Takes appropriate action to eliminate safety hazards
    - Follows appropriate procedures in case of injury
  - Is punctual
  - Conducts an efficient pre-game conference with partner
  - Ensures that table officials are performing their tasks
  - Facilitates an efficient flow of the game by:
    - Interrupting only when necessary
    - Efficiently administering dead ball periods
    - Promptly resuming play following dead ball periods
2. Teamwork
  - Communicates effectively with partner
  - Communicates effectively with table officials
  - Assists, supports and (where necessary) instructs table officials
  - Avoids improperly making decisions in partner's primary area
  - Provides leadership
3. Game awareness
  - Alertness to
    - Game clock
    - Shot clock
    - End of period
    - Last two minutes of play
    - Alternating Possession
    - Team fouls
    - Player fouls
    - Emotional state of players, coaches, self
    - Time-out requests
    - Substitution requests and restrictions

- Correctly identifying shooter in free throw situations
- Changes in the intensity and/or pace of play

#### 4. Game Control

- Proper administration of
  - Bench decorum
  - Situations off the court affecting the game
- Conflict Prevention and Resolution
  - Takes appropriate steps to diffuse potential conflicts
  - Handles conflict calmly
  - Administers appropriate penalties efficiently

#### C. Measurement

- Four 4-point sliding scales measuring: (a) game administration, (b) teamwork, (c) game awareness and, (d) game control.

Poor				Excellent
1	2	3	4	

- Candidates must achieve a total score of 12 or better out of a possible 16.

### **IV. Court Presence**

#### A. Criteria

1. Physical Appearance
2. Physical Conditioning
3. Body Language
4. Decisiveness
5. Rapport With Participants

#### B. Evidence

- a. Physical Appearance
  - Wears the proper uniform
  - Is well-groomed
  - Looks to be physically fit
- b. Physical Conditioning
  - Is able to meet required physical demands for duration of the game
    - Quickness
    - Endurance
- c. Body Language
  - Exudes enthusiasm and involvement
  - Remains engaged for entire game
  - Is non-confrontational
- d. Decisiveness
  - Exudes confidence without arrogance (refer also to *Floor Mechanics: communication*)
  - Makes decisions without undue delay
- e. Rapport With Participants
  - Demonstrates positive interaction with coaches and players at appropriate times
- f. Measurement

- Five 4-point sliding scales measuring: (a) appearance, (b) physical conditioning, (c) body language, (d) decisiveness, and, (e) rapport with participants.

Poor				Excellent
1	2	3	4	

- g. Candidates must achieve a total score of 14 or better out of a possible 20.

**Core Outcomes:**

- Rules Knowledge
- Floor Mechanics
- Game Management
- Court Presence

**1. Rule Knowledge**

A. Criteria

1. Demonstrated technical competency on written test
2. Applied technical knowledge in game situations

B. Evidence

1. Achieved the national standard on a written test
2. Ability to detect and rule on infractions

C. Measurement

1. Achieved a score of at least 86% on a CABO national exam
2. Achieved a score of at least 86% accuracy in detecting/ruling on infractions in game situation(s)

**II. Floor Mechanics**

A. Criteria

1. Movement, positioning, and primary/secondary responsibility
2. Communication
3. Procedures

B. Evidence

1. Movement, positioning, and primary/secondary responsibility
  - Demonstrates proper and efficient use of floor mechanics
  - Obtains optimal position from which to observe whole play
2. Communication
  - Efficiently blows the whistle strongly and sharply
  - Efficiently communicates verbally and clearly to partners, table officials, players and coaches
  - Efficiently uses approved signals as required
3. Procedures
  - Efficiently follows approved procedure for fouls and resumption of play
  - Efficiently follows approved procedure for violations and resumption of play
  - Efficiently follows approved procedure for substitutions and resumption of play
  - Efficiently follows approved procedure for time-outs and resumption of play

C. Measurement

1. Movement, positioning, and primary/secondary responsibility
  - Five 4-point sliding scales measuring: a) movement, position, and primary/secondary responsibility

Seldom	Always
1	2 3 4

- Candidates must achieve a total score of 16 or better out of a possible 20

2. Communication
  - Three 4-point sliding scales measuring: (a) whistle, (b) voice, and (c) signals.

Seldom				Always
1	2	3	4	

- Candidates must achieve a total score of 10 or better out of a possible 12.
3. Procedures
    - Four 4-point sliding scales measuring: (a) fouls, (b) violations, (c) substitutions and, (d) time-outs.

Seldom				Always
1	2	3	4	

- Candidates must achieve a total score of 12 or better out of a possible 16.

### **III. Game Management**

#### A. Criteria

1. Game administration
2. Teamwork
3. Game awareness
4. Game control

#### B. Evidence

1. Game administration
  - Safety
    - Is alert to possible safety hazards
    - Takes appropriate action to eliminate safety hazards
    - Follows appropriate procedures in case of injury
  - Is punctual
  - Conducts an efficient pre-game conference with partner
  - Ensures that table officials are performing their tasks
  - Facilitates an efficient flow of the game by:
    - Interrupting only when necessary
    - Efficiently administering dead ball periods
    - Promptly resuming play following dead ball periods
2. Teamwork
  - Communicates effectively with partner
  - Communicates effectively with table officials
  - Assists, supports and (where necessary) instructs table officials
  - Avoids improperly making decisions in partner's primary area
  - Provides leadership
3. Game awareness
  - Alertness to
    - Game clock
    - Shot clock
    - End of period
    - Last two minutes of play
    - Alternating Possession
    - Team fouls
    - Player fouls
    - Emotional state of players, coaches, self
    - Time-out requests
    - Substitution requests and restrictions

- Correctly identifying shooter in free throw situations
- Changes in the intensity and/or pace of play

#### 4. Game Control

- Proper administration of
  - Bench decorum
  - Situations off the court affecting the game
- Conflict Prevention and Resolution
  - Takes appropriate steps to diffuse potential conflicts
  - Handles conflict calmly
  - Administers appropriate penalties efficiently

#### C. Measurement

- Four 4-point sliding scales measuring: (a) game administration, (b) teamwork, (c) game awareness and, (d) game control.

Poor				Excellent
1	2	3	4	

- Candidates must achieve a total score of 12 or better out of a possible 16.

### **IV. Court Presence**

#### A. Criteria

1. Physical Appearance
2. Physical Conditioning
3. Body Language
4. Decisiveness
5. Rapport with participants

#### B. Evidence

1. Physical Appearance
  - Wears the proper uniform
  - Is well-groomed
  - Looks to be physically fit
2. Physical Conditioning
  - Is able to meet required physical demands for duration of the game
    - Quickness
    - Endurance
3. Body Language
  - Exudes enthusiasm and involvement
  - Remains engaged for entire game
  - Is non-confrontational
4. Decisiveness
  - Exudes confidence without arrogance (refer also to *Floor Mechanics: communication*)
  - Makes decisions without undue delay
5. Rapport With Participants
  - Demonstrates positive interaction with coaches and players at appropriate times
6. Measurement

- Five 4-point sliding scales measuring: (a) appearance, (b) physical conditioning, (c) body language, (d) decisiveness, and, (e) rapport with participants.

Poor				Excellent
1	2	3	4	

7. Candidates must achieve a total score of 15 or better out of a possible 20.