



# *CASEY REFEREE POLICY*

## VERSION CONTROL

Version	Author	Position	Change	Date
1	Simon Krug	CBA Vice President	Initial Version	01/07/2013
2	CBA/Joe Myall	CBA/Referee Development Coach		01/04/2014
3	Joe Myall	Referee Advisor		09/04/2015
4	Dean McCarthy	Referees Advisor		01/08/2017
5	Tammy Bower	General Manager		04/08/2021
6	Josh Nicholls	Technical Officials Development Manager		03/10/2024
7	Josh Nicholls	Technical Officials Development Manager		1/4/2026

## REFEREES WELCOME NOTE

---

Dear Referee

Congratulations on being appointed to the Casey Referee Branch.

In order to make the transition from player/spectator to referee, the Casey Referee Branch has introduced this Referee Policy. This policy is a list of standards and expectations, which each referee who represents the branch is expected to adhere to.

Within this policy you will find all the necessary requirements in order to fulfil your duties within the Casey Basketball Association.

We wish you every success and hope you enjoy your refereeing journey.



Tammy Bower



Josh Nicholls

## CONTENTS

<b>CASEY REFEREE POLICY</b> .....	1
<b>VERSION CONTROL</b> .....	2
<b>REFEREES WELCOME NOTE</b> .....	2
<b>PROFESSIONALISM</b> .....	4
<b>FOR REFEREES</b> .....	4
<b>FOR REFEREE SUPERVISORS</b> .....	5
<b>BEHAVIOUR WHILST PLAYING</b> .....	6
<b>CONFLICT OF INTEREST</b> .....	6
<b>UNIFORM</b> .....	8
<b>SUMMER UNIFORM</b> .....	8
<b>WINTER UNIFORM</b> .....	10
<b>FINALS UNIFORM</b> .....	11
<b>VJBL UNIFORM</b> .....	11
<b>JACKETS</b> .....	11
<b>REFEREE WELFARE</b> .....	12
<b>INFRINGEMENTS TO THIS POLICY</b> .....	13
<b>INFRINGEMENTS MAY RESULT IN:</b> .....	13
First Infringement .....	13
Continued infringements .....	13
Who can enforce this policy?.....	13
<b>POLICY ACCEPTANCE</b> .....	14
<b>APPENDIX A – REFEREE SUPERVISOR CONTACTS</b> .....	15

# PROFESSIONALISM

---

## FOR REFEREES

### On arrival

- Arrive 15 minutes before game commences and check in with shift supervisors
- Be in attendance to pre-game meeting
- Be dressed according to uniform policy (refer pages 7-10)
- Check courts are at playing standard (equipment such as: balls, rings, arrows etc.)
- Respect your supervisor(s), referee coaches, fellow referees and office staff
- Foul language in, or mistreatment of the referees' room is strictly forbidden
- Check in with the shift supervisor(s) and/or attend the pre-shift meeting (where applicable) before taking the court to officiate

### On-Court Expectations

- No phones are to be present on court and phones are not to be checked in between games
- Aim for accuracy and consistency of calls in all games
- Ensure full attention is dedicated to the game
- Ensure full playing time is given to teams (unless late or uniform issues etc)
- Basic setup positioning is the minimum expectation of all referees on all games
- Display an up-to-date knowledge of the rules
- Officiate with a service attitude, and always communicate with respect
- Ensure no equipment is left unattended at time (including game balls, tablets, etc)

### Conclusion of Refereeing

- Ensure all equipment is returned (including sheet if necessary) to the control room
- Ensure scoring is completed as above or via PlayHQ (or via paper scoresheets where required)
- Check out with the supervisor before exiting the building

### Whilst in Referee Attire

- Shoes must be worn at all times
- Appropriate language and behaviour must be used
- No coaching in any referee related clothing
- No sitting on team benches in referee attire
- Shirts to be tucked in at all times, including when outside the venue
- Use the change rooms provided when getting changed, getting changed courtside or in the referee room is strictly prohibited
- Referees are to understand the by-laws of the specific competitions they are refereeing

- Strictly NO SMOKING in Uniform – this includes pre, during and post shift

### Inability to Referee

- Inform the Referee Administrator a minimum of 48 hours before scheduled game, if within the 48 hour a doctor's certificate is needed or reasons accepted by the Referee Advisor.
  - The medical certificate must be emailed to [refadvisor@caseybasketball.com.au](mailto:refadvisor@caseybasketball.com.au) and cannot be accepted via social media.
  - Should the Referee Administrator not be contactable, escalate to the Technical Official Development Manager via TeamApp or a email (most appropriate given the timing).
  - Should the withdrawal be after business hours, please contact the Referee Supervisor directly.
- Ensure Refbook availability is accurate at all times, including any conflicts and influences.
- If a referee is no longer able to fulfill their shift after the roster is completed, they are required to find a suitable replacement (same grade or above) and notify the rostering supervisor for that shift.
  - The referee must ask a minimum of 5 referees who *are not currently rostered* before requesting help from the Referee Administrator, TODM or Supervisor and present evidence of who has been contacted and their response.
  - The Shift Swap TeamApp channel may now be utilized to broadcast the request to a wider audience.

## FOR REFEREE SUPERVISORS

- Arrive 20 minutes prior to the shift beginning.
- Meet with all referees prior to the commencement of games, and discuss-
  - Action items as laid out on the Supervisor Checklist, including but not limited to:
    - Necessary Shift Details / Specifics
    - Points of Emphasis- (POEs, Refer to current educational notes)
    - Referee Uniform reminders
    - Seasonal Situations (Timing, Finals, Grading etc)
- Ensure all referees are adhering to the requirements as set out in this policy.
- All rosters are completed and communicated at least 4-5 days prior to the shift commencing.
- Supervisors may need to fill late withdrawals and adjust court plan where needed.
- Ensure referees are maintaining consistency in games.

- Let referees know of any changes that may impact them during that session
- Display courteous, professional body language and good communication skills when dealing with conflict situations or complaints
- Complete a session report at the conclusion of each shift and have it submitted within 48 hours of the respective shift's conclusion.
- Continue to referee regularly and show a dedication to your own refereeing development.
- Attend monthly supervisor meetings with the Technical Official Development Manager

## **BEHAVIOUR WHILST PLAYING**

As a referee, whether you like it or not you are an ambassador for the Casey Referee Branch. As such, referees must ensure that their behaviour whilst playing or coaching is of a high standard.

- Do not criticise calls made by your peers, this includes gestures in addition to verbal remarks.
- Do not be seen or heard talking about referees' performance on games behind their back
- Do not belittle officials, particularly if you happen to hold a more senior rank than any official appointed to a game

Failure to adhere to these conditions will be addressed by the Technical Official Development Manager.

If there is an issue within the game that needs to be addressed by a supervisor, a teammate who is NOT a referee can address the issue.

## **CONFLICT OF INTEREST**

As a referee, it is your responsibility to ensure you do not have a conflict of interest when officiating or supervising

A conflict of interest may occur with;

- Intimate partner
- Family member
- Employer (external)
- Own team or grade you play in

If you are in a position where you find a conflict of interest, please address it with your shift supervisor, referee coach or the Technical Official Development Manager.

Known conflicts of interest must be declared in refbook via the Influences tab and reviewed at minimum to commence each season.

## **CASEY REFEREE'S OBLIGATIONS**

Casey referees are expected to prioritize Casey Basketball competitions over any other associations, including VJBL games at Casey Stadium.

Exemptions may be granted for officials appointed to Victorian Championship, Big V or NBL1 games by Basketball Victoria, where these rosters are released prior to that of CBA's. Once Casey's rosters are released, the Technical Official Development Manager has final jurisdiction on approving any referee to be released to fulfil these State League requests.

Any official who wishes to participate in competitions outside of Casey Basketball, including Victorian Championship (Junior Panel), Big V (Senior Panel) and CBL, that require them to officiate outside of Casey, must gain approval from the Technical Official Development Manager prior to accepting any positions for that season.

### **External Role & Conflict of Interest Statement**

Individuals holding officiating-leadership related roles within the Casey Basketball Referee Program must not simultaneously hold roles within another basketball association that involve referee operations, administration, or development. The Technical Officials Development Manager (TODM) reserves the right to determine whether an external role constitutes a conflict under this policy.

This applies to all referee program positions, including (but not limited to):

- Coordinators (e.g. Apprentice, C Grade, etc.)
- Referee Coaches
- Supervisors (where applicable)
- Any role with access to referee performance, appointments, or development pathways

This policy is in place to:

- Maintain program integrity and independence
- Avoid real or perceived conflicts of interest
- Ensure clear accountability and alignment within the referee pathway
- Protect confidential information and internal program insights
- Provide consistency in decision-making across roles

### **Definition of Conflict (for this statement)**

A conflict of interest exists where an individual's role in another association may:

- Influence, or be seen to influence, referee appointments or opportunities
- Create competing priorities in referee management or availability
- Provide access to information that could advantage another program
- Undermine confidence in the fairness or independence of decisions

## UNIFORM

---

### SUMMER UNIFORM-

Black and White (non- faded) Referee Shirt

Green Referee TRAINING Shirt (apprentices ONLY)

White T-shirt (Trainees ONLY)

Plain Black Basketball shorts

- Basketball length- Approx. knee length.
- No skins showing
- No pockets
- No coloured stripes

Predominantly black lace up runners

- Black Socks (ankle and quarter socks are also approved)
- No slip-on shoes
- No holes in shoes
- Must be cleanly presented

Shoulder length hair must be practical and presentable (both male and female)

Acceptable jewellery for referees

- wedding band
- small studs or sleepers in ears
- In the absence of a stadium clock a wristwatch.

No facial piercings (including nose, lip and eyebrow) are permitted.

Medical taping is acceptable - (This is a safety issue for referees just as much as players)

\*\*\* Discretion is given to supervisors to make a decision on whether taping or removal is the most appropriate action\*\*\*

Black Whistle and Black Lanyard for officials over the age of 18

Green Whistle and Green Lanyard for officials under the age of 18

These whistle and lanyard colours cannot be used as optional substitutions should a regularly used whistle be forgotten or misplaced.

If, for a medical reason a referee needs to wear an item that does not align with the uniform policy, a medical certificate needs to be supplied and approved prior to the shift by the Technical Official Development Manager.

## **WINTER UNIFORM-**

Black and White (non- faded) Referee Shirt

Green Referee TRAINING Shirt (apprentices ONLY)

White T-shirt (Trainees ONLY)

Black Slacks

- No track suit pants
- No holes
- Must be altered above shoe level
- Black belt (if belt is worn)

Casey Referee Jackets

- Can only be worn-
  - To and from games
  - First 5 minutes of your first game (till you warm up from running)
  - Any breaks between games
- No Long sleeve clothing under Referee shirts
- No old referee jackets, or other associations jackets to be worn.

Predominantly black lace up runners

- Black Socks (crew and quarter socks are preferred to ankle varieties under slacks)
- No slip-on shoes
- No holes in shoes
- Must be cleanly presented

Shoulder length hair must be practical and presentable (both male and female)

Acceptable jewellery for referees

- wedding band
- small studs or sleepers in ears
- In the absence of a stadium clock a wristwatch.

No facial piercings (including nose, lip and eyebrow) are permitted.

Medical taping is acceptable - (This is a safety issue for referees just as much as players)

\*\*\* Discretion is given to supervisors to make a decision on whether taping or removal is the most appropriate action\*\*\*

Black Whistle and Black Lanyard for officials over the age of 18

Green Whistle and Green Lanyard for officials under the age of 18

These whistle and lanyard colours cannot be used as optional substitutions should a regularly used whistle be forgotten or misplaced.

If, for a medical reason a referee needs to wear an item that does not align with the uniform policy, a medical certificate needs to be supplied and approved prior to the shift by the Technical Official Development Manager.

## **FINALS UNIFORM**

Full winter uniform must be worn for all finals appointments.

## **VJBL UNIFORM**

Full winter uniform must be worn for all games. Officials must wear the Basketball Victoria Community Referee shirt for all VJBL appointments (grey trim).



## **JACKETS**

Jackets may be worn by officials on domestic games for the first 10 minutes of their first game if the temperature of the venue is below 12 degrees. This allowance is to assist the official in adequately warming up only and must be removed at the first timeout or half-time break in play after the 10 minute mark.

Only the approved Casey Basketball Referee Jacket may be worn.



## **REFEREE WELFARE**

Casey Basketball Association is committed to providing a safe environment for all officials to participate in Basketball. Should any official have any personal concerns that are referee related and you need to talk to someone, please contact the referee welfare officer via [refwelfare@caseybasketball.com.au](mailto:refwelfare@caseybasketball.com.au)

If you need to arrange a time to meet in person, please send a request to meet to the email address above.

# INFRINGEMENTS TO THIS POLICY

---

## INFRINGEMENTS MAY RESULT IN:

### First Infringement

- Informal counselling and/or the loss of Games
- Being removed from the court during games if deemed applicable

### Continued infringements

- Not Rostered to referee
- Possible Dismissal from Casey Referee Branch

### Who can enforce this policy?

Technical Official Development Manager  
Referee Supervisor  
CBA Venue Supervisor.

# POLICY ACCEPTANCE

---

I, \_\_\_\_\_ acknowledge that I have read and understood the Referee Policy and will abide by this policy at all times.

I understand that breaches of this policy may result in disciplinary action including informal counselling, removal from games, being reported to the VBRA Tribunal or dismissal from the Casey Referee Branch.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX A – REFEREE SUPERVISOR CONTACTS

Referee Supervisors can be contacted via Phone, Text, Facebook Messenger or WhatsApp only.

Other social media platforms, including (but not limited to) Instagram, TikTok and Snapchat are not approved or appropriate methods of communication. Any attempts to use these platforms risk communication not being seen or responded to.

It is also reasonable to for supervisors to not immediately reply outside of competition hours. Supervisors may be appointed to games, at work or schooling and if the matter is urgent then referees should contact Technical Official Development Manager.

WINTER SEASON 2026		
Shift	Supervisors	
<b>Monday Seniors</b>	Keira Mendes	Steven Thomas
<b>Tuesday Juniors</b>	Bailey Atkinson	-
<b>Tuesday Seniors</b>	Cameron Nunn	Marcus Ryding Tilly Gaudion
<b>Thursday Juniors</b>	Makayla Lee	-
<b>Thursday Seniors</b>	Jonathan Rottmann	Keira Mendes
<b>Friday</b>	Josh Nicholls	Greg Stevens
<b>Saturday</b>	Cameron Bourke Connor Bigley Greg Stevens Izzy McAteer	Makayla Lee Matthew Ennor Steven Thomas Tilly Gaudion
<b>Sunday</b>	Chloe Hale	Izzy McAteer
<b>Other/Development Supervisors</b>	Matthew Rottmann	Mia Davey