



## **Welcome Information Pack**

**2017/2018.**

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## Information Relating to being an Active DOA Official

In order to be considered an active DOA registered official they following should apply

- You must be registered with the DOA and with Basketball Ireland
- You must be available for a minimum of 3 hours once a week between the hours listed on the DOA Registration Forms

### **Fixtures**

Every effort will be made to issue the fixtures on a monthly basis no later than the 25<sup>th</sup> of the previous month. On occasion there may be months where this is not possible and shorter notice will be given for example September

Unavailability for any month must be submitted in writing to the Fixture Secretary prior to the 15<sup>th</sup> of the previous month [if you are unavailable for the 11<sup>th</sup> of October for example you must advise the Fixture Secretary on or before the 15<sup>th</sup> of September]

Once the fixtures are issued it is your responsibility to organise a suitable replacement on any appointed games. In all cases of replacing an official, the new official must be of **equal or higher** grade that is already listed on the appointments. Any swap involving an official of a lower grade must be sanctioned with a member of the DOA Executive Committee prior to confirmation of the change. In the event the executive reject the proposed swap you shall have to find an alternate Official.

Any change to availability listed on original registration form must be submitted in writing to the DOA by the 15<sup>th</sup> of the month, this change will come into effect from the following month.

## [DOA Committee Contact Details](#)

Committee members should only be contacted between 17:00 – 21:00 Monday – Friday and in case of emergencies on Saturday and Sunday

<b>Chairperson:</b>	Richard Dunne Mobile: 086-1950307 E-mail: <a href="mailto:rdunne179@gmail.com">rdunne179@gmail.com</a>
<b>Secretary:</b>	Ken Prendergast Mobile: 087-6800115 E-mail: <a href="mailto:secretary@dublinofficials.com">secretary@dublinofficials.com</a>
<b>Treasurer:</b>	Gerry Kelly Mobile: 086-8224380 E-mail: <a href="mailto:gakelly50@gmail.com">gakelly50@gmail.com</a>
<b>Development Officer:</b>	Declan Dunne Mobile: 087- 9218529 E-mail: <a href="mailto:development@dublinofficials.com">development@dublinofficials.com</a>
<b>Fixture Secretary:</b>	Adrienne Prendergast Mobile: 086- 1929737 E-mail: <a href="mailto:appointments@dublinofficials.com">appointments@dublinofficials.com</a>

## [DOA Website](#)

The DOA now has a website available for all members which can be located at [www.dublinofficials.com](http://www.dublinofficials.com). The website will give you all information you require to officiate for the forthcoming season including:

1. Venue – Google Maps for all appointment venues
2. Development – Information on Assessors
3. Points of Emphasis – this years information
4. Links to other basketball websites

The site will be updated regularly with information relating to seminars, courses, development work etc, use this tool to help you throughout the season.

## [DOA Facebook Page.](#)

Why not “like” our Facebook Page- Dublin Officials Association. It’s an easy way of hearing all our news, rule changes etc.

## Game Administration

### **Game Duration:**

The agreed timing regulations for both the Men's and Ladies Board are as follows:

<b>Time available for match</b>	<b>Duration of quarters</b>
90mins	10mins
80mins	9mins
70mins	8mins
60mins	7mins
Less than 45mins	No game

### **Half time interval**

**Men's games - 5mins & Ladies games - 3mins**

### **Referee Information:**

It is recommended that 24 hours prior to your game all officials contact their co official to confirm details and make arrangements for Pre Match procedures.

In the event your co-official does not arrive at the venue you are only in a position to referee the game on your own if you have held a Grade 3 for a minimum of one (1) full season.

You should contact the Chairperson or Fixture Secretary by phone as soon as possible and submit in writing to the Secretary DOA within 48 hours.

### **Pre Match Procedure:**

- Appointed Officials are to be in the venue 15 minutes before tip of time in order to complete a pre match with your co official
- The Home Team is to provide a scoresheet which both coaches will complete and present to the Match Referee a minimum of 5 minutes prior to tip off, with starting 5 included and captain listed.
- The Referee will indicate 3 & 1:30 minutes prior to tip off. At 1:30 minutes both teams should return to their bench area.
- In the event that there is no scoresheet available, the officials will attempt to create a scoresheet from any material available to include the game details, all players' names and numbers, the running score and all fouls.

### **End of Quarter:**

In the event there is no table officials present the referee should complete the end of quarter/half procedure, this involves tracking:

- Quarter Scores
- Foul Count

**Protested Games:**

In the event a team is going to Protest a result, that captain must inform the Match Officials as early as possible. They can only sign the scoresheet prior to the Match Referee signing the scoresheet.

**Reporting Events:**

In the event of a player/coach or team member being charged with any Disqualifying foul or other serious incident taking place both officials must report this to the Secretary DOA within 48 hours of the incident. [See copy of sample report] ensure you have kept a record of all players/team members' names and or gear numbers for the report.

Should your co official not be in full uniform you must submit a report to the Secretary DOA within 7 days of the game.

Should any incident happen during or while you are present in the gym that you feel should be advised to the DOA executive, you should also submit this via the DOA Report to the Secretary DOA.

**Travel Information:**

Details relating to travel costs are listed in the DOA Rules and Regulations [section 2.2]. Only expenses actually incurred can be claimed for.

In the event you travel to the venue with your co official or the team, you cannot claim mileage for this journey. Similarly taxi fares will not be covered by the DOA under any circumstance. M50/ Dublin Port Tunnel Tolls will not be paid by the DOA under any circumstance.

If your co official does not have transport you should contact them prior to the game to confirm how they are travelling to the venue, often times appointments will be made to allow officials travel together to the venue. Usually those officials with an asterix [\*] beside their name do not have transport

## Tips on completing a Match Report Form

1. Any incident that is being reported must be reported by both officials (exception of co official non attendance).
2. The report should only detail actual events from the game. All details should be included including explicit language or gestures used. Only with an accurate picture of the events that took place can complete disciplinary action be taken.
3. Important items which must be included on the report are as follows:
  - a. Player(s)/ Coach Name
  - b. Number of player(s) involved
  - c. Events relevant that preceded the incident or surrounding the incident
  - d. Action Taken
4. It is important that you do not include any questions or queries on the report itself. If you have a query in relation to how you handled the situation etc you should include that on the cover email to the secretary where the DOA will respond to your query. The actual report will be issued to the Dublin Mens and Ladies board for their review and should only be relevant to the events that took place.
5. It is recommended that you spell check, and revise your report prior to you issuing to the DOA. If you have any questions before you submit your reports please contact any member of the executive and they will assist.

## DOA Claim and Administration Forms

Section A: Sample Claim for P.Caden for Mens and Ladies games.

P.Caden replaced T.Quinn on the second game. It was in the same venue so there was no additional mileage. Mileage is split between the two teams.

Tues 15 Aug 2011

Game No:	Time:	Division:	Home Team:	Away Team :	Venue:	Referee:	Umpire
M1-85	19:40	Div 5	A	B	NBA	P.Caden	C.Paden
L1-7	21:30	Snr 2	S	T	NBA	T.Quinn	G.Kelly

Section B: Sample Incident Report Form.

An incident occurred in the Mens game and Player No. 5 E.Kenna for Team A called me a bloody idiot. Please see the match report.



# MENS' GAMES CLAIM FORM

**Name:** P.Caden

**Month:** August, 2017.

**Address:** 103 Cashel Road, Crumlin, D.12

Game Number	Div.	Sub For	Expense	Travel			Game Total (€)
				Miles Travelled	Mileage @ 40c	Bus Fare	
M1-85	5		17.50	4	1.60		19.10
<b>Total Claim</b>							<b>19.10</b>

I certify that the above is an accurate record of the matches officiated and expenses incurred by me:

Signed: P.Caden

Date: 31.08.17

Grades		DLBB
All Grades		All Divisions
Game Fee		€20.00 per game

Claim forms should be sent to:  
 Gerry Kelly, 10 Whitethorn Park, Artane, Dublin 5 or  
[Gakelly50@gmail.com](mailto:Gakelly50@gmail.com)  
**(Please note new email address)**

All claims must be received within 7 days of the month. Claims received after this may not be processed until the end of the season and a fine in accordance with Regulation 12.3 will apply. Incomplete claims will be subject to a fine in accordance with Regulation 12.2 & 12.4

**Date Received:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Cheque No:** \_\_\_\_\_



# LADIES' GAMES CLAIM FORM

**Name:** P.Caden  
**2016=.**

**Month:** August 2017,

**Address:** 103 Cashel Road, Crumlin, D.12

Game Number	Div.	Sub For	Expense	Travel			Game Total (€)
				Miles Travelled	Mileage @ 40c	Bus Fare	
L1-7	2	T.Quinn	17.50	4	1.60		19.10
<b>Total Claim</b>							<b>19.10</b>

I certify that the above is an accurate record of the matches officiated and expenses incurred by me

Signed: P.Caden

Date: 31.08.17

Grades		DLBB
All Grades		All Divisions
Game Fee		€20.00 per game

Claim forms should be sent to:  
 Gerry Kelly, 10 Whitethorn Park, Artane, Dublin 5 or  
[Gakelly50@gmail.com](mailto:Gakelly50@gmail.com)  
 (Please note new email address)

All claims must be received within 7 days of the month. Claims received after this may not be processed until the end of the season and a fine in accordance with Regulation 12.3 will apply. Incomplete claims will be subject to a fine in accordance with Regulation 12.2 & 12.4

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Cheque No: \_\_\_\_\_



## MATCH OFFICIAL REPORT FORM

MATCH NO: M1-85

DATE: 15/08/17

TIME: 19:40

DIVISION: 5

HOME TEAM: A

VISITORS: B

VENUE: NBA

TIME OF INCIDENT: 2<sup>nd</sup> Minute of the second quarter

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PEOPLE INVOLVED: NO. 5 Team A Name: P.Caden.

NO. Name:

Other: Name:

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### INCIDENT DETAILS:

In the second minute of the 2<sup>nd</sup> Quarter P.Caden from team A started arguing with me about an out of bound call that I made. I warned her about her conduct, yet she persisted in challenging the call, as she walked away she called me a 'bloody idiot'.

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### ACTION TAKEN:

Technical foul called on P.Caden

SIGNED: Ken Prendergast.

DATE: 16/08/17

## Table of Fines

**4.3)** Any members (excluding Introductory Officials) who are reported to the Executive Committee as having officiated without the correct uniform will be subject to a minimum of €10.00 fine unless extra ordinary circumstances prevail.

**5.6)** The Fixture Secretary D.O.A. should not, under any circumstances, be contracted to find a replacement for an appointment. If the Fixture Secretary is contacted a €15.00 fine may be imposed.

**6.1)** An official who fails to fulfil an appointment or provide a suitable replacement shall receive an **Automatic €30.00 fine** and will be subject to disciplinary action in accordance with the procedures laid down in the Constitution of D.O.A.

### New Non Attendance Fines:

If an official fails to report a non-attendance on a game night of his/her co-official, this will result in an **Automatic €10.00 fine**.

If an official knows/ realises in advance that his/ her co-official will not be at the game that night and does not contact the Fixtures Sec and/or Committee, this will result in an **Automatic €10.00 fine**.

**11.3)** Report forms must be submitted within 7 days of the incident – failure to do so will result in a fine of €15.00

**12.2)** Incorrect claim forms will be returned without payment. The official will then resubmit a corrected claim form. A fine of €5.00 will be deducted from the subsequent payment by the Treasurer.

**12.3)** Claim forms should be submitted on a MONTHLY basis to reach the Treasurer D.O.A. by the seventh day of the following month. Claims received after that date may not be processed until the end of the season. A fine of €20.00 will be imposed for each month or part thereof, that a claim is late.

**12.4)** All claims must carry all game numbers. Failure to include all game numbers will incur a fine of €10.00

**13.1)** Seminars by D.O.A. must be attended by all members. Non attendance will result in a fine of €25.