



Notes for the New (and veteran) Official

I. Preseason

- A. Check all equipment
 - 1. Do your shirts/pants still fit? Are the stripes still white
 - 2. Condition of whistles, lanyards, shoes

- B. Your condition
 - 1. Schedule your annual physical before the season begins
 - 2. Begin jogging/running regimen

- C. Transportation
 - 1. Give your car a physical
 - 2. Know how to get to the schools you are scheduled to work

II. In-season

- A. Confirm all games with the home Athletic Director by email or phone

- B. Confirm assignment with your partner the day of the game via text/email/phone

- C. Arrive at the game site at least 30 minutes prior to game time
 - 1. Check-in with the Athletic Director or Site Manager
 - 2. Watch the table personnel -- how competent are they
 - 3. Where is the scoreboard/shot clocks
 - 4. Where is the official's locker room
 - a. Do not arrive at game site in uniform
 - b. Never change in a public restroom or student locker room
 - 5. Be invisible in the stands - don't draw attention to yourself

- D. Keep a diary throughout the season
 - 1. Be honest about your performance
 - a. What did you do well
 - b. What didn't you do as well as you would have liked
 - c. Bizarre situations
 - 2. Write down the names of officials you worked with
 - 3. Note the names of coaches in case you see that team later in the season