

Universal Whistles LLC
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Portland, Ore. 97220
(Wk) 503-249-1986 (Cell) 503-544-1402
(fax) 503-288-6983 (E-mail) wil@hevanet.com

Attention: Officials

Enclosed you will find information on the rules, policies, and suggested guidelines for officiating under Universal Whistles LLC. Please remember that all officials are private contractors and are required to maintain their own equipment and liability insurance. All officials are responsible for filing taxes and/or a schedule-C to pay own taxes. Universal Whistles will send out a 1099 at the end of the year to everyone who has made over \$600. Any information newly added for 2004/2005 will start with **(New)** and be printed in red.

Referee Guidelines

- Read/know rules & policies pertaining to the event you are officiating
- Don't ref with emotion. ALWAYS stay calm regardless of what happens. If a player yells, curses, or acts foolishly let him/her. Calmly find the captain and inform the captain that the player has been ejected and must leave the gym immediately (respectfully).
- If, as a referee, you see an injury - stop play. If an injury occurs away from the play, and the opposing team has the ball going the other direction wait until possession changes before blowing your whistle to stop play.
- When a player is losing self-control, or has already lost control, please **stay calm**. Stop the clock; try to get to the bottom of the situation. Remember, this is all one incident regardless of how long it lasts. Try not to penalize multiple times for the same outburst.
- In any violent or near violent situation always get the player's name & jersey number as well as a record of what happened and report it to U W.
- In tricky situations, remember time is on the referee's side. So for that moment, try to keep the situation calm and then administer the technical or ejections
- Before the game, check court and surrounding area for any dangerous items or materials.
- Dress in a professional manner and bring all required equipment and spare whistle, pants/shorts.
- Refs are not allowed to wear jewelry (watch/wed ring are ok).
- Safety of players is the referees' main concern.
- Neither the referee, nor the players should be subjected to negative comments from anyone.
- Spectators must refrain from yelling at individual players. Remarks should be limited to positive, team-oriented comments.
- Do not handle anyone's children. Have captains or players deal with these issues.
- Listen to the player's appeal/argument patiently. We (the refs) are always right, but if the truth be told, we make mistakes. Most of the time, players just want to plead their case - not win it.

Referee New Policies for 2004/2005

(New) Bonuses: To show appreciation for a referee's long standing relationship with Universal Whistles LLC. U W will give officials an additional \$.50 per game after they have officiated 500+ games, and another \$.50per game when they reach 1000+ games. When they reach 2000+ games they will get an additional \$1.00 per game. Refs who are exceptional may receive bonuses earlier.

(New) Disqualifying/ejection a player, coach, or spectator: It is now **required** to talk over all ejections with your partner before you can officially eject anyone (even on simple 2nd T's). The second official must administer the ejection while you explain to the coach/captain what is happening. Though we do want to keep games moving, in the face of controversy, conflicts, or ejections, STOP clock, go slow, and communicate, especially with your partner. This will be understood by everyone as the officials being concerned and making a diligent effort to make the right call. Even if you both instantly know the result, go slow and analyze the situation a little before the ejection.

(New) Long pants are optional. No Sweat pants are acceptable. Universal Whistles officials are **no longer** required to wear long pants for the fall/winter months. You are free to wear either pants or shorts providing they are all black. It is recommended new officials or officials who are not athletically built wear long pants all the time.

Universal Whistles LLC

Basketball Officials Information Form

1. **Name** _____
2. **SS#** _____
3. **Date of Birth** _____
4. **Mailing Address** _____
City _____ State ____ Zip code _____
5. **Contact numbers**
 - a. **Home** _____
 - b. **Work** _____
 - c. **Cell/pgm** _____
 - d. **Other** _____
6. **Email Address** (print) _____
7. **Certified official through which association?** _____
 - a. **Commissioner name** _____
 - b. **Commissioner number** _____
8. **How many years officiating** _____
9. **How many games officiated** _____
10. **Related experience** (e.g. college player, coaching, or other relevant info) _____

11. **What is your availability for officiating?** _____

Referee acknowledges that he/she is a **private contractor** hired out to officiate for Universal Whistles LLC. Universal Whistles LLC is in no way responsible for the personal actions and/or injuries of any private contractor. I have read the officials rules & policies and will abide by them.

Signature _____ **(date)** _____

Form W-9 (Rev. January 2003) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.																																													
Print or type See Specific Instructions on page 2.	Name _____																																														
	Business name, if different from above _____																																														
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____ <input type="checkbox"/> Exempt from backup withholding																																														
	Address (number, street, and apt. or suite no.) _____	Requester's name and address (optional) _____																																													
	City, state, and ZIP code _____																																														
List account number(s) here (optional) _____																																															
Part I Taxpayer Identification Number (TIN)																																															
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.																																															
		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">Social security number</td> </tr> <tr> <td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">or</td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: x-small;">Employer identification number</td> </tr> <tr> <td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td><td style="width: 10px; height: 15px;"> </td> </tr> </table>	Social security number																		or									Employer identification number																	
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Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																																															
Part II Certification																																															
Under penalties of perjury, I certify that:																																															
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien).																																															
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																													
Purpose of Form																																															
A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.																																															
U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:																																															
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee.																																															
Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.																																															
Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).																																															
Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.																																															
If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:																																															
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien. 2. The treaty article addressing the income. 3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions. 4. The type and amount of income that qualifies for the exemption from tax. 5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.																																															

Universal Whistles - Rules, Polices, & Procedures

Independent Contractors service agreement: As a private contractor the referee agrees to abide by rules & guidelines of Universal Whistles LLC. The referee is required to maintain own equipment & own liability/accident insurance at all times. The referee needs to have been certified to officiate through a High School sanctioned organization. Note: A referee must work for more than one source to be considered independent. The referee agrees to abide, follow, and respect all the rules listed below.

Arrival: Refs must arrive 15 minute prior to scheduled game time. Be dressed, prepared to help set up if needed. Refs should get in the habit of having a pre-game talk with your partner and team captains.

Refs that are late: If you are late for a game and another ref starts your game in your place, that ref decides if he/she wants to do the entire game or not. If game is already in 2nd half it is his/hers (late fines still apply).

Be professional: Limit your talk to the players; do not shoot around pre-game, half time, or post game.

Spectators must refrain from yelling at individual players. Remarks should be limited to positive, team-oriented comments.

Parents' supervision: Children are not to roam hallways or bathrooms without parental supervision.

Set up/Close down: Refs are responsible for making sure players are all signed in, in proper uniform, the court is clean, and surrounding court area is safe for play. Close down consists of making sure all garbage is picked up, curtains are secured up and slid into proper areas, all facility equipment and left items are given to appropriate person.

Equipment:

- Fox 40 whistle
- Black/white stripe ref shirt
- (All) Black shoes
- (All) Black socks
- (All) Black ref shorts or pants
- Spare whistle, shirt, & pants

Jewelry: Ref may wear wedding ring/band and watch. Please remove all other jewelry.

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Shorts length must go at least $\frac{3}{4}$ down your thighs and cannot go past kneecaps. No old-school (mid-thigh)shorts.

Referees don't show emotion: Do not demean a player. Do not take a physical step toward a player. When you call a technical, avoid saying anything back to the player. Stay calm at all times. Discipline with care; leave the player with his/her dignity. If players have problems, have them call Universal Whistles. They should not take it up with the referees. If a player says something you don't like you must choose to a) warn the player by his jersey number, b) administer the technical without showing anger, or c) ignore; however if you choose to ignore, you must ignore. Do not try to get them later or hold it against them (make your choice and stick with it).

Referees must know rules: Because different events may have different rules please make sure to read the rules (which are usually on table or emailed out with ref's schedules) before you start.

Referees are responsible for the care & safety of their own court. If a court is dirty it is our responsibility as officials to stop the game and sweep it. If you see any potential hazards, please correct them or bring them to the attention of the gym supervisor or a staff member. Please be certain at the end of the night your court is cleaned and curtains returned to the open position.

Hustle: Refs are required to hustle to the baseline and be in proper position 98% of the time to make a call. The quickest way to be removed from a UW schedule is a lack of effort.

Availability: Refs please email me with your availability for the following weekend. If you officiate during the week for me I would appreciate knowing in advance dates you're not available. Please give me as much notice as possible.

Accepting assignments: Universal Whistles LLC will send you a verbal & or email contract of dates and games, to which you have the right as an independent contractor to accept or decline. Yet once taken, they are your games and only yours. Replacing yourself is not an option and will be regarded as a no show.

Compensation: Universal Whistles shall pay the referee for services rendered by the terms outlined below. Checks are mailed out on the 1st & 16th of each month.

Certified officials: Rates vary depending on the game format.

- Youth games that are 2 twenty minute running-time halves (40 minutes) pay \$18 per game.
- Youth games that are 2 twenty-three minute running-time halves (46 minutes) pay \$18 per game.
- Youth games that are 2 sixteen minute stop-time halves (32 minutes) pay \$20 per game.
- Youth games that are 4 eight minute stop-time quarters (regular high school game) pay \$20 - \$23 per game.
- **Adult** games that are anywhere from 23min through 25min running time halves pay \$19 per game.

Single refereed games will pay an additional ½ game pay per game (game + ½).

Games that don't occur. If a scheduled game doesn't occur, the ref will be paid \$7.00 for that game. The exception to this is if it is your last game of the night. No pay will be given if it is at the end of your shift and you can leave.

Games that are called by the officials: It takes communication and **agreement** by both officials to call a game. If both refs do not agree the game should be called, the game should continue and the ref who feels the game should have been called should email/voice mail their complaint.

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Gyms that are closed when you get there: There will be no pay. This will probably never happened, but if it did I doubt it would happen to the same ref more than once. However if this happens Universal Whistles will make an all out effort to give that contractor some preferred great assignments to make up for the blunder.

Overbooked officials: If you get to the gym and two officials were overbooked and one or two has to go home. There will be no pay. However if this happens Universal Whistles will make an all out effort to give that contractor some preferred great assignments to make up for the blunder

Receiving payment: Checks are mailed out on the 1st & 16th of each. If there are any fines, back pay additions, subtractions, or bonuses they will automatically be added or subtracted to your check. If you disagree with totals please email wil@hevanet.com

Contact number & mailing address: To cancel or correct scheduling errors call (503) 544-1402 if you get voicemail leave a detailed message regarding any and all problems. The mailing address for Universal Whistles LLC is 11124 NE Halsey #600 Portland, Ore. 97220

(New) Bonuses: To show appreciation for a referees long standing with Universal Whistles LLC. U W will give officials an additional \$.50 per game when they have officiated 500+ games, and another \$.50per game when they reach 1000+ games. When they reach 2000+ games they will get an additional \$1.00 per game. Some refs who are exceptional may receive bonuses earlier.

Fines: Referees will be fined accordingly for the following things:

Not wearing proper uniform- \$10 per shift

Late to your game- \$5 (minus minutes you did not ref).

Cancellation with less than 48 hours notice (business hours), for any reason- \$5

Cancellation same day- \$5 **per game** (maxim of \$30)

No show for a game- \$13 **per game**

Please note all cancellations must come by a phone during regular hour (9am to 4pm). Holidays & weekends excluded.

Please leave all cancellations on cell phone number (503) 544-1402. All fines are automatically subtracted from next pay period without notice or comment - if this is done in error please contact us.