



UNION MEMBERSHIP HANDBOOK

YOUR QUESTIONS, OUR ANSWERS.

**LAST UPDATED
JANUARY 2020**

FOREWORD

Dear Ref,

I am thrilled to have you join our Union of officials and proud to have the opportunity to represent you to our heralded list of sports program clientele. Over the course of the year, your membership will give you access to tens of thousands of available games throughout Southern California and hundreds more as we expand along the West Coast.

This expansion is exciting. It will really help boost the spread of our message of unionization, collective bargaining, higher wages, and better referee treatment to a nationwide audience. But it also very stressful from an administrative standpoint getting all referees on the same page in regards to the procedures, benefits, guarantees and expectations that come along with being a Ref Union member.

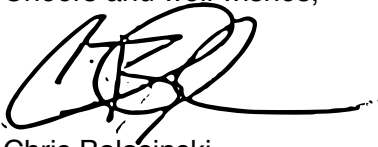
This handbook will hopefully be a good start and your primary resource towards getting acclimated to how we do business — openly, transparently, and with our member officials' best interest in mind.

Slight caveat is that the policies in this notebook primarily apply to the Gray Fox chapter of the Ref Union in Southern California. Other assignors within our Union might have slightly different approaches to assigning, communicating, and dispersing payment. We encourage them to put together a similar information packet but otherwise recommend that you reach out to them if you have any questions.

If you are a Southern California (Gray Fox) official and are curious something that wasn't covered within these pages, please feel free to reach out to me.

I thank you again for your support and solidarity.

Cheers and well wishes,

A handwritten signature in black ink, appearing to read 'CB', with a stylized flourish extending from the bottom.

Chris Balasinski

Ref Union Founder and Head Representative

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TABLE OF CONTENTS

How Games Get Assigned	3 - 5
Equal Opportunity Policy	5
Payments (Standards and Timeline)	6 - 10
Request for Solidarity	6
Forfeits and Cancellations	8
Covering for your Partners	9
Ejection Reports	11
Annual Dues and Meetings	12
Ref Union Referral Guidelines	13
Ref Union Dress Code and Apparel	14 - 15
Assignor Reciprocity Agreement	16
Coach/Referee Crossover Standard of Conduct	17
Program/League Director Standard of Conduct and Pay	17
Social Media Policy and Photo Waiver	18
Communication Preferences and Interruptions	19
Fee Schedule (Fines and Penalties)	20 - 22
Respect for the Game Guidelines	23

HOW GAMES GET ASSIGNED

Upon being invited onto the Ref Union mailing list, you will receive weekly (sometimes even daily) announcements of available games. If you would like to work, simply reply back via e-mail with your specific availability along with any preferences of league, level, or site.

Please **DO NOT** text this information (more on that in our section on **Communication Preferences**).

Be patient — at least 24 hours — as we collect everybody's availability. If you are selected for assignment, you will see your name on the spreadsheet (if it is a tournament) or will receive the games on Arbiter (if it is a league). If you do not receive a response, it's likely due to one of the following reasons:

1. There is a very limited amount of games available and a different crew has been selected.
2. If it is regarding a major tournament, it is possible that your e-mail just got lost in the shuffle. If you see open spots on the spreadsheet, just submit your availability again and be patient.

Unfortunately due to the volume of e-mails we receive per day, we sometimes cannot respond personally to each independent e-mail.

Please note that assignments are **NOT** given out on a pure first-come-first serve basis, unless it's an emergency set wherein time is of the essence. We tend to select the **BEST AVAILABLE** referees for each assignment, albeit amongst equally ranked officials, we try to spread the opportunities around as fairly and equally as possible. We also designate many lower level opportunities to our freshman/rookie class in order to help with their development.

Do not take offense if you didn't get selected for a particular assignment. Keep improving your game and be critical of your own intangibles — body language, hustle, attitude — because those can be even more important than play calling on the club sports circuit. Otherwise, keep asking, keep communicating, and with enough continuous and courteous perseverance, you will get your opportunity.

ASSIGNMENT METHODOLOGY

All **league** games are assigned through **ArbiterSports**.

Tournament games are assigned through a Google Doc Spreadsheet. Every day during the week before a tournament, Ref Union will release an e-mail containing an **embedded link** to a Google Doc containing the tournament schedule.

A Google Doc is a **live** document. It gets universally updated every time it is edited. For best results, please view the spreadsheet on a computer. Not all mobile devices update the spreadsheet automatically and you may be stuck viewing an outdated version. Always remember to "refresh" the page each time you log on.

Sometimes tournaments are announced under the premise of "self-assign," even though that is mostly a misnomer. During those periods, spreadsheets are unprotected and can be edited by anyone with the link. At that time you are encouraged to plug yourselves into whatever time slots are available. However, you are not guaranteed those spots — entering your name from 8am through 4pm, for example, is simply an expression of availability for those hours. It will be weighed against all other applicants, including some who requested games in the traditional manner of e-mailing availability.

You will receive an e-mail when the "self-assign" period is closed and all subsequent revisions to your personal availability must be communicated via e-mail. The assignor will thereafter revise or "clean up" the spreadsheet to balance out the crews and have the schedule make logistical sense. Each day you will receive e-mails on the most recent revisions until assignments become guaranteed on the Friday afternoon before the tournament.

After the self-assign period is closed, the assignor will "clean up" the spreadsheet, reallocate the referees, balance out the crews, and your game times may shift up or down an hour depending on the needs of the tournament. If you absolutely have to be out at a certain time or cannot start until a certain hour, that needs to be communicated via e-mail. Likewise, you are free to request partners but based on the needs of the tournament, you will be paired in a manner which guarantees a balance to the crews across all courts.

EQUAL OPPORTUNITY POLICY

Albeit assignments are awarded primarily on merit and skill, we believe every referee should at least have an opportunity to apply. We don't believe in keeping working opportunities a secret. It is also why we don't like (and usually ignore) when referees try to "jump the gun" and offer availability for assignments that have yet to be formally announced via e-mail.

All events for the upcoming month are posted on the RefUnion calendar at refunion.net/calendar, and you are more than welcome to inquire as to the details of each event. We even encourage you to save the dates of our larger tournaments (20 courts or more) in anticipation of a very high probability of assignment. However, as stated, please refrain from expressing availability until you see the e-mail specifically asking for it.

FREQUENTLY ASKED QUESTIONS REGARDING THE ASSIGNMENT PROCESS

Can I just work adult league games and pass on all the youth leagues?

No.

Our adult leagues represent incredibly consistent work opportunities at quality venues for cash payments. There is never a shortage of regulars willing to work these games.

Therefore it wouldn't be fair to let officials cherrypick the adult league opportunities while not contributing to our other events, which at times can get very big and difficult to staff.

Nobody is "above" working youth games. In the past we've even had D1 and NBA G-League referees pitch in to work K-4th grade.

We believe every league and player deserves good officiating if they are willing to pay for it. In order to work the adult leagues, we need you to at least occasionally help out at our youth leagues or tournaments.

PAYMENT STANDARDS

\$25 is our minimum rate for all club/recreational tournaments running under the 20-minute-half running-clock format. Starting in 2019, our minimum for **new** clientele became **\$28** for running-clock and \$30 - \$35 for all stop-clock events.

Whenever the level of play is of an **elite** caliber or if we are asked to staff an event on short notice, we will do our best to negotiate a **premium** for your time and service.

Our youth basketball recreational leagues likewise pay \$25 per game for 20-minute running clock halves, 10-minute running clock quarters, or 7-8 minute running clock "periods."

Most of our adult leagues pay \$25-\$30 cash for 20-minute running clock halves, depending on the site. There are a few for which you might get paid electronically.

All of our flag football opportunities pay a minimum of **\$30 per game**, regardless of whether the game requires one or two officials. We do not specialize in flag football, we do not solicit its business, however, with the sport exploding in popularity particularly among affluent Southern California communities, opportunities to work flag football frequently fall into our laps.

REQUEST FOR SOLIDARITY

Ref Union pledges to never judge or sanction our members for working for rates under our \$25 minimum if they choose to do so for other assignors. Nevertheless, we request you refuse such low-paying work if you can help it. Acting in solidarity with our main Union principle — fair pay — will help strengthen our Union's leverage in future contract negotiations. Putting it another way: we cannot make a strong case as to why our referees deserve a premium rate if the tournament director can point to several of our members voluntarily working for less at events we do not assign.

In future sections we will explain why we have stricter policies in place for referees that are likewise other assignors and league/tournament directors.

HOW PAYMENTS ARE HANDLED

For weekend tournaments, payments will be sent via the referee's preferred electronic portal/application, such as Chase QuickPay (preferred), PayPal (likewise preferred), Venmo, the CashApp, or Apple Pay, on the Tuesday, Wednesday, or Thursday following each event.

Payments for youth leagues will also be made electronically but may take a little longer. Leagues typically pay us on a monthly basis and once their check arrives, the money is dispersed to the officials via their preferred electronic method. **Please allow at least two weeks before inquiring about the payment status for a youth league set** unless it is an emergency situation.

Also make sure your assignor knows your preferred app or else you may experience further delay. FYI: assignors hate it when you "request" the money. It messes up the bookkeeping because everybody labels their pay request something different than what Ref Union likes to designate for easy search and accessibility. If you "request" payment, it will be declined, and you will be bumped to the back of the line.

Most adult leagues pay cash. For the City of Anaheim and Norco Adult Leagues, you are to collect the money from the players prior to each game. For the Laguna Niguel YMCA Adult League, you collect the total game fees from the site director at the end of your set.

The Lakewood YMCA Coed Adult League and the Crossroads Adult League DO NOT pay cash. Your game fees will be sent electronically within 24 hours upon the completion of your set.

FORFEIT AND CANCELLATION REIMBURSEMENT

Games typically become “guaranteed” 24 hours before tip-off unless the referee is assigned WITHIN those 24 hours on a last-minute basis. You will be compensated for the games even in the event of a forfeit or cancellation.*

In the event of a forfeit or late cancellation of an adult league game, which pays cash, each official on the game must **E-MAIL the assignor within 72 hours** to let them know the date and location of the forfeit in order to get paid. We have created a special e-mail address to use in these situations:

forfeits@refunion.net

The game fee will then be added onto your next tournament payout.

Remember: the leagues do not always tell us when there is a forfeit. Therefore if you don't communicate about your game being forfeited, we may not be able to seek reimbursement from the league in order to get you paid. If you fail to send an e-mail regarding the forfeit with the requisite information, you risk losing your forfeit pay.

*Exceptions are sometimes made on cancellations based on weather, flooding, "Acts of God" as they say, or other emergencies outside of the control of the league or tournament hosts.

COVERING FOR YOUR PARTNERS

At Ref Union, one of our principal values is teamwork. We believe in having each other's back and covering for one another. There may be times where officials are late to their games, perhaps even through no fault of their own. During tournaments or a long stretch of league games, we ask that you don't leave your court until your replacement arrives and be available to cover if they end up missing. If your replacement arrives before halftime, please return their game by switching out at the next available opportunity. You will be rewarded proportionally based on the amount of the game you ended up covering. If they arrive after halftime, we prefer the substitute to finish the game, whenever possible, for the sake of consistency.

If you are the partner of a referee who is late, **do not start early**, regardless of whether the coaches or scorekeepers want you to. Please give your partner every opportunity to arrive; at game time text your assignor to notify him of the absence and only then may you attempt to start the game solo.

You will be compensated extra for working two-person games by yourself, up to 1.5 times your regular game fee (time and a half).

FREQUENTLY ASKED QUESTIONS REGARDING PAYMENTS

Does the Union ever pay referees in advance or outside the normal parameters?

Yes, actually. For our most trusted and tenured members (platinum or gold status), we may pay you in advance if our treasury has a healthy surplus.

If you are in a hurry for funds or need them for emergency circumstances, we can make arrangements. Give me a call, be honest and upfront about your needs, and I'll do my best to help you out. That is what being a union member and a union leader is all about.

What is Payable?

Payable used to be our online payroll system from 2016 through 2017. In 2018 unfortunately, the company was bought out by Stripe and its platform no longer initiates payments. However, it is still a very useful bookkeeping tool. Once an official passes his probationary period (typically by the third tournament or the third time working one of our leagues) they will be added onto the *Payable* system where all of their games will be logged and their payment history will be recorded.

If you ever have question as to why you got paid a certain amount, you will be able to log into *Payable*, and see all the details.

EJECTIONREPORTS

Ref Union would like its officials to take a firm stance against the rise of deplorable sportsmanship in amateur sports by rigorously enforcing the **Respect for the Game** guidelines as adopted from the NBA (see Page 23). **Do not be afraid to call technical fouls.**

If you end up ejecting a player in an adult league or a coach in a youth league or club tournament, please submit an ejection report to your assignor within 24 hours. In most cases, it is just out of formality. In some cases, the details you provide will aid in the determination whether any additional sanctions need to be taken by the tournament director or league commissioner.

The more thorough you make your reports, the more help they may provide. At the minimum please include:

- Date and Time of the Game
- Location/Court Number
- Relative Time of Incident
- Main Offenders and/or Lead Instigator
- A Brief Description of the Incident
- How You Handled It

Spelling, grammar, punctuation; all of that counts towards making your ejection reports professional and credible. Please take your time on them and do them right.

UNION DUES

Union dues are **\$25** a year starting 2018 and guaranteed to stay at that level through at least 2021. Thereafter they may increase based on our operational costs and value added for our members. Union dues are collected out of league or tournament payouts starting in March of each calendar year.

ANNUAL MEETINGS

For rookies, we try to hold one classroom/orientation session per year, a few weeks prior to the start of the YMCA Winter Season — our biggest youth league/season of the year.

We believe veterans already have enough meetings to attend for their high school associations and college conferences; there seems to be no sense in making you sit through most of the same information again. All referees are expected to stay current on NFHS and NCAA rules changes and keep their skills sharp through video review including the many clips and training material we post through Ref Union social media platforms.

REF UNION REFERRAL GUIDELINES

The scouting and referral of new officials into our Union is essential towards being able to meet the staffing demands of our current and potential clientele. Likewise the more referees we recruit into our Union and the more of them pledge their support of our union ideologies, the stronger our leverage will be in negotiations for new contracts.

We encourage all members to recruit or refer at least one new official into our Union each year. When doing so, please have them e-mail us with an introduction and professional resume.

We don't want random texts from referees saying "Hey, I heard you got games," without even so much as a name. It is important for referees to respect our industry as a legitimate business and approach it as such. If they can't take the time to proofread and fix glaring grammar mistakes in an e-mail intended to seek out work opportunities, how can we ever trust them to have the attention to detail and professionalism necessary to successfully manage a volatile sports environment.

As the official referring the newcomer into our group, please guide them through the process and make sure they put their best foot forward during their first interaction with Ref Union assignors.

REF UNION DRESS CODE

Ref Union officials wear the traditional high school black and white 1" stripes, finely tailored, proper fitting, and clean. College panels are acceptable but FYI: you look like a poser if you sport college panels without having had earned them at the college level.

2019-2020 Men's College shirts with the black shoulders are NOT acceptable for our leagues/tournaments unless BOTH officials have one.

We sell our own brand of referee shirts (available in the online store) but you are welcome to wear whatever brand works best for you. Gray Fox jackets will be mandated for special events starting the 2018-2019 season.



Ex. 1: America's Finest Officials Founder, Yogi Najera, demonstrating a proper uniform composed of a clean fitted black and white striped referee shirt, fully black knee-length shorts, black socks (his choosing), and black shoes.

Shorts must be 95% black, knee length, and not overly baggy. **#nohomieshorts**

Shoes must be predominately black and we would prefer them not to have any tertiary colors. However, we have been historically liberal about our shoe policy. The better official you are, the more lax we will be towards what shoes you wear (which means rookies better be wearing shoes as black as midnight if they know what is good for them). Socks can be whatever color you wish.

Undershirts must be black. No excessive jewelry. Lanyards are optional. Please don't wear traditional watches but we're ok with Fit Bits and other means of measuring your athletic stats.

REF UNION GEAR AND APPAREL

Ref Union referee gear and other apparel is available for purchase at **shop.refunion.net**.

For potentially even greater discounts, purchase all of your merchandise from your assignor directly.

ASSIGNOR RECIPROCITY AGREEMENT

Assignors of other leagues or who are involved at other agencies are more than welcome to participate in our events. There is even a benefit — active assignors (those that assign over 100 games per year for other clientele) are excused from paying Union Dues for as long as they offer the same courtesy to other assignors within our Union. Otherwise we reserve the right to charge you the same for your participation in our events as you charge for participation in yours.

However, any assignors that pay less than our standard minimum rate of **\$25 per game/hour** will be paid at the lowest rate that they pay their referees; regardless of the event.

Rationale: It would not be fair for other assignors to benefit from our union negotiation efforts while putting out none of their own.

Subsequently, assignors paying lower than the minimum will be ineligible for any events that pay cash including our various adult leagues.

COACH/REFEREE CROSSOVER STANDARD OF DECORUM

Referees who double as club program coaches are nevertheless welcome to officiate our leagues and tournaments so long as they avoid any obvious conflicts of interest. They are also held to heightened standards of decorum and professionalism towards their referee counterparts.

If you cross over to become a referee, **you must always support referees**. Once you put on those stripes, other referees become your colleagues, they become your brothers in arms. If we notice you berate, harass, embarrass, or admonish any other Union member in any capacity, whether it be during a game or publicly otherwise, we will dismiss you from the union in the greater interest of preserving member unity and camaraderie. To put in a simpler way, it would make no sense for us to observe you heckle a referee as a coach and then run the awkward risk that you are partners in a forthcoming games.

PROGRAM/LEAGUE DIRECTOR STANDARD OF CONDUCT AND PAY

If you are a league/tournament/club program director, manager, or board member, you are also welcome to come officiate any events we assign. You will be held to the same heightened standards of decorum and professionalism as we demand from our coach/referee crossovers.

You are also mandated to uphold our minimum wage policy as enforced on fellow assignors. If your league or tournament pays less than our minimum wage (**\$25 per game per hour**), you will not be eligible to earn any more than the minimum your program pays out to its own officials.

Rationale: It would not be fair for you to benefit in your role as a referee from our union negotiation efforts for higher wages if you give no support to our cause in your role as a director.

Given the impracticality of enforcing this policy in any events paying cash, you will not be eligible for them until we can confirm that your program pays out the Union minimum rate.

Finally, it should go without saying that you are responsible to avoid any obvious conflicts of interest such as officiating a game featuring a team from your program.

SOCIAL MEDIA POLICY AND PHOTO WAIVER

As part of the Ref Union, you acknowledge that your visage may be used on promotional material, including but not limited to social media posts, our agency website, or Smugmug. Having an online presence has proven to be pivotal towards furthering our goals of Union expansion. A strong website has also been a major catalyst towards attracting clientele who like to see examples of the awesome people we would staff on their games. It is part of a grander vision to humanize our avocation — to show that referees are people to be respected as individuals as well as a collective group.

You may see Ref Union photographers at your event taking candid or staged shots of you in action. 99% of them get erased. The best get used in the aforementioned marketing manner and are available for you as keepsakes of your officiating adventures upon your request.

Photo downloads are currently free from SmugMug. At most they may rise to 10 - 25 cents per download if we need any additional revenue to cover infrastructure costs.

Ref Union encourages its members to practice responsible social media posting habits and refrain from disparaging other officials' call selection or general performance. Please be supportive, encouraging, and treat your colleagues with respect.

COMMUNICATION PREFERENCES

Unless otherwise directed, please send your availability or questions concerning payments or other business related matters via **e-mail**.

If you text your availability, there is no guarantee of a reply or that your request for games will even be recognized. Reason being — I am not always in assigning mode. If I am out shopping or with the wife and you text me to say that you can work on Sunday morning, I may not retain that information by the time I get back to a computer to access Arbiter or the tournament spreadsheet.

Please respect your assignor's desire to maintain a work/life balance by communicating about work via the channel they prefer. At Gray Fox I Ref Union, we prefer referees to communicate about business matters via e-mail.

INTERRUPTIONS

As stated before, Ref Union sends out e-mail communications on an almost daily basis. If two weeks have gone by without you receiving notice of available games or other Union news, more than likely there is a technical glitch preventing you from receiving communication — e-mails going to Spam or you were inadvertently dropped from the mailing list.

If you suspect that is the case, please e-mail **info@refunion.net** at your earliest convenience to investigate what may have happened.

FINES AND PENALTIES

As much as is guaranteed for your efforts working games for the Ref Union, likewise much is expected. You will be held to high standards of professionalism on and off the court — from your physical appearance to the manner in which you submit ejection reports. Most recreational officials with a lackadaisical approach towards weekend basketball are in for an abrupt awakening when they join our organization. Our assignors will make you hustle, switch, and do things the right way. You will be challenged, hazed, and at times disciplined for your performance.

We hold our clients accountable for how they treat you; it is only fair that we hold you accountable for the work product you provide them.

In view of parents, coaches, or tournaments administrators, we will always have your back, advocating on your behalf like your agents and attorneys. Behind closed doors, however, you will be censured if you were in the wrong.

And depending on the severity of your transgression, the fines and penalties on the following fee schedule may be applied:

Gray Fox Officiating | Ref Union Fees and Penalties

Annual Dues (2018 - 2021)	
\$25 per year , deducted after your first \$100 of league or tournament earnings.	

Late Fee	
Proportionate to the amount of game missed; minimum: \$5	
After Halftime: Sacrifice of game fee plus minimum \$5	

No-Show-No-Call Fee	
First Offense	Potential Value of All Games Missed; minimum: \$25
Second Offense	Value of All Games Missed; minimum: \$25 PLUS one month suspension.
Third Offense	Termination

Illegal Substitution	
First Offense	\$10 (each official)
Second Offense	Value of Total Games; minimum: \$25
Third Offense	Termination

Turnback Fee	
Day or Night Before the Tournament	\$10
Day of Game	Proportionate to the effort/time needed to secure replacement; minimum: \$25

Game Shopping
Definition: Accepting an assignment from Ref Union and then turning it back in favor of another assignment for another league, tournament, or agency.
When It Applies: For tournaments, this fine would apply if the turnback occurs after you send in your written e-mail confirmation for games. For leagues, this fine would apply once you accept the games on Arbiter.
Penalty: \$25 or the value difference between the games you give back versus the games you accepted with another assignor , whichever is greater. This fine supersedes (may not be combined with) the regular turnback fee listed above.
Rationale: Once you accept or confirm an assignment with us, we need to be able to trust that you will do everything within your power to keep it, instead of using it as a safety measure or leverage as you “shop” around for other offers. We work to guarantee your games/pay; you need to be able to guarantee yourself.
Exceptions: If you communicate with us that you have been offered a college (JUCO or NCAA) or FIBA assignment, we will take you off your grassroots set at no penalty. Pro-Am, NFHS, or college scrimmage (unpaid) do NOT count as exceptions.

Fines for no-shows or for illegal substitution **must be paid prior** to any additional games being assigned. All other fees may be worked off through future assignments.

The only circumstances in which a fee may be waived for a no-show or turnback is a **family** emergency; i.e. death in the family, relative in the hospital, etc. Getting a flat tire, getting sick, or getting injured, albeit potentially outside of your control, may not excuse you from the minimum fine. These fines are meant to be retributive, not punitive, to cover the extra work necessary to secure replacements or will be spent as bonuses of appreciation to the officials that volunteer to cover.

If a referee is able to send an approved *equitable* replacement, the turnback fee may be waived.

Other fines for **conduct unbecoming** or uniform violation may be imposed by the assignor if a warning for that same behavior/conduct was given at a time prior.



Respect for the Game Guidelines

For all the leagues and tournaments it services, *Ref Union* will enforce standards of sportsmanship consistent with the *Respect for the Game* principles of the NBA. Officials will recognize and address through the use of an appropriate warning and/or immediate Technical Foul, the following **five behaviors** that players and coaches display in their interactions with officials:

1. Comments that undermine the integrity of an official.
2. Profanity usage.
3. Demonstrative acts in resentment to a call or no call.
 - * This includes, but is not limited to, waiving the arms, inappropriate gesturing, or clapping at an official.
4. Continuous or continual complaining/criticism directed to or about an official.
5. Excessive inquires.

Restatement: Players and coaches can react to calls with which they disagree, provided the reaction is not overly demonstrative, disrespectful, or prolonged. Heat of the moment reactions by players that are not demonstrative and dissolve quickly are **not** to be penalized with a technical foul.

Assistant Coaches Standard of Conduct

No assistant coach may direct comments to an official during live and/or dead ball play. The only exception is that during a time-out, an assistant coach may ask an official for a rule interpretation. Technical fouls are to be assessed if an assistant coach's behavior does not comply with this directive. If assistant coaches are given defensive or offensive responsibilities which necessitate their standing up at times, this is now and always has been permissible, so long as they return to their seats within a reasonable amount of time.

Parent/Fan Standard of Conduct

Similar to assistant coaches, parents may ask an official for a rule interpretation before or after the game, if the officials make themselves available for such interaction at the scorer's table. If after a game, the officials refuse to talk to parents or fans, or if they remain at center court, they have the right to be left alone. During the game, parents and fans can react to calls with which they disagree, provided that their reaction does not include the use of profanity or personal attacks against a referee's judgment or integrity, nor it be deemed against the principles of appropriate sportsmanship that we require of the players and coaches. Under no circumstances are parents/fans allowed to approach a referee or the scorekeeper *during the game*.

In the case of an overtly disrespectful fan, a warning may be issued to the corresponding coaching staff in attempts to give them every opportunity to address the situation. The officials are then directed to instruct a site director/tournament staff member to help eject the fan if they continue to be a distraction.