

**The South Carolina  
Independent School Association**

**2020-21 SCISA**

**Basketball Officiating**



*Welcome Letter  
Application  
Warning of Inherent Risk  
Description of a "SCISA Certified" Official  
Code of Ethics  
Related Articles*



## The South Carolina Independent School Association

Post Office Drawer 690, Orangeburg, South Carolina, 29116  
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Michael G. Fanning, Athletic Director Email: [athletics@scisa.org](mailto:athletics@scisa.org) Website: [www.scisa.org](http://www.scisa.org)

Dear Prospective Official,

Thank-you for your interest in becoming a SCISA Official for the 2020-21 school year. High school officials play an important role in the lives of thousands of young people as they participate in an education-based athletic program. Your role and responsibilities are paramount in maintaining fair play, sportsmanship, and player safety.

As an independent contractor you are agreeing to abide by the policies of The South Carolina Independent School Association. National Federation Rules are the approved rules governing SCISA sports. In some instances, SCISA has adopted policies and procedures in addition to National Federation rules.

You are registering with a district director who will be responsible for assigning you games as games are available. This director will be the primary party responsible for a training schedule to prepare you for the upcoming season.

As an independent contractor, by registering to officiate for the 2020-21 high school season, you are stating that:

1. You are physically able to perform the physical demands of officiating. Officiating takes place in all types of weather conditions, including heat & humidity. Many gyms may not be air conditioned. Officiating can also be a high stress job. You are strongly advised to be medically cleared by a Physician before registering to be an official.
2. You will be called upon to be a rule expert. A good official is a good student and never stops learning. You will be given a rules test in the areas of general rules knowledge, mechanics, signals, and league policies.
3. You will be required to attend district meetings. The number of meetings vary by sport and by district.
4. You will be required to work scrimmages (if scrimmages are available). The director will serve as an observer or appoint an observer who will watch you/crew work and provide feedback.
5. As an **"Independent Contactor"**, you will complete the **Warning of Inherent Risk Form**. Participation in Athletics carries a risk of injury even for game officials. Injuries can be minor to severe and in rare cases even death. As an official your duties will also carry the risk of exposure to infectious diseases such as **COVID-19**. When possible, SCISA will make mechanics changes and other allowances to minimize risk. Please remember that as an independent contractor not only do you assume the risk but you also assume the medical cost of injury.

National Federation offers a free course to give me information about COVID-19:

<https://nfhslearn.com/courses/covid-19-for-coaches-and-administrators>

6. As a professional official, you also agree to abide by the Officials' Code of Ethics.
7. Player safety is paramount in all that we do. Concussions continue to be a national point of emphasis. You will be required to complete a free online course on concussions. This will better equip you to recognize and properly apply the rules in the case of a suspected concussion.

Here is the link: **Concussion Course:** <https://nfhslearn.com/courses/concussion-in-sports-2>

8. NFHS Course: Officiating Basketball is beneficial for officials. Hopefully you have completed the course during the many months that it was offered free. <https://nfhslearn.com/courses/officiating-basketball>
9. You will be attired in the proper uniform for your sport.

Thank-you in advance for your willingness to serve as a SCISA athletic game official. Your role is vital. You are important in the lives of children. We look forward to a great 2020-21.

Sincerely,  
Mike Fanning

# Officials Code of Ethics

National Federation of High School Associations

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

- ◆ Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
- ◆ Officials shall work with each other and their state associations in a constructive and cooperative manner.
- ◆ Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
- ◆ Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
- ◆ Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- ◆ Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.
- ◆ Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- ◆ Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
- ◆ Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.

## Eleven Tips to Avoiding Officiating Problems

By MSHSAA on March 11, 2015 [officials](#)

The single most effective way to avoid problems is to know the rules. If an official has not studied all of the printed materials, as well as any other efforts to improve upon his or her knowledge, mechanics, etc., that official has not done everything possible to avoid problems.

Additional ways to eliminate potential problems:

1. Never run down other officials. They will receive enough criticism without getting it from their colleagues. This includes officials you may view as a spectator. Offer only positive criticism, if requested. You may very well be considered an expert, especially by someone trying to find fault in the officials.
2. Establish a firm but polite relationship with coaches. Trying to be overly friendly will get you in just as much trouble as being too gruff.
3. Be on time! The official who arrives late, or even at the very last minute, is probably not mentally prepared and probably raises questions in the minds of the coaches about his or her sincerity and dedication. Be certain to have enough time to talk to the timers, scorer, chain crew, etc.
4. Either alone, or with your partner(s) (if you are working with other officials) prepare yourself psychologically. You must "get up" for the contest. Review basic rules, mechanics and procedures.
5. Don't talk to the fans. This only encourages them to talk to you and you may very well wish you had not encouraged them. Try not to have "rabbit ears." Even if you do hear comments made by fans, you must learn to ignore them and not let them influence you.
6. Inspect the field, court, mat, etc. If you can detect problems with the facilities before the contest begins, you can make adjustments and notify coaches and players of them.
7. Review procedures with captains. Be certain to ask them if they have any questions.
8. Support the decisions made by your fellow officials. To disagree or overrule the decision made, can only indicate to the athletes, coaches and fans that one of you made a mistake. If, however, an error is made by you or your partner in rule application, you should admit it and make the necessary correction. The only thing worse than making a correctable mistake is not correcting it.
9. Maintain poise or emotional control. You may be the only one around who is remaining "cool." If you get emotional, the situation can only get worse.
10. Be clear and concise with signals. If players, fans and coaches don't understand what is going on and why a penalty was called or what the penalty was, you raise doubts in their minds as to whether or not it was right.
11. Use common sense. Any number of situations may occur during any contest where the officials must use common sense. Under certain circumstances, you may be asking for more trouble than it is worth to enforce a very technical and almost insignificant rule.



**The South Carolina Independent School Association**  
P.O. Drawer 690, Orangeburg, SC 29116 Telephone: 803-535-4820/4821 Fax: 803-535-4840

## Independent Contractor: Official's Registration Form

**Please Print All Information**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Telephone # \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_ Work Telephone # \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Number \_\_\_\_\_

Telephone Number For Schools To Notify You In Case Of A Cancellation: \_\_\_\_\_ If no number is given, then it will be your responsibility to contact a school in case of inclement weather. We suggest a Home Number with an answering machine that you check during the day if you are unable to receive calls at work.

High School Attended: \_\_\_\_\_ College Attended: \_\_\_\_\_

Number of years of Officiating Experience: \_\_\_\_\_ Number of years officiating experience in SCISA \_\_\_\_\_

Indicate Availability for Working games: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a direct, personal connection to any SCISA School (spouse employed, child attends...)? If yes, identify the school: \_\_\_\_\_ and connection \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently listed or required to be listed on the South Carolina Sexual Offender Registry or a similar registry of any other state? \_\_\_\_ Yes \_\_\_\_ No

**Registration Fee:** \_\_\_\_\_

Registration fees are payable to the Region Director. Your Registration Fee will cover the cost of Rule Books, Clinics, and Liability Insurance.

I wish to register and qualify for officiating assignments made by the SCISA Booking Office. I shall meet all required clinics and tests examinations for the current season. I understand that I am not an employee of the Booking Agency, of SCISA, or the schools that I wish to serve. I am an independent contractor. I understand that a background check may be performed and I give full and complete authority for SCISA or my assigning agent to request and receive any and all records. I also state that I am physically able to perform the duties associated with officiating. I understand that I will be financially responsible for the cost & treatment of any injuries I sustain in fulfilling my responsibilities as an athletic game official. I will not hold those named liable for any claims which may arise in the performing of my officiating duties. I have read and agree to uphold and observe the "Code of Conduct of SCISA".

\_\_\_\_\_  
**Official's Signature**

\_\_\_\_\_  
**Date**

The South Carolina Independent School Association

**Warning of Inherent Risk  
SCISA Athletic Game Official - 2020-21**

I \_\_\_\_\_, acknowledge that my participation as a game official in the **SCISA Athletic Association's Athletic Programs** carries the inherent risk of injury. I, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities that I am involved in as an athletic official exist, including the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I FOR MYSELF AND MY SPOUSE, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my participation; and,
3. I willingly agree to comply with SCISA's stated and customary terms and conditions for participation. If I have any unusual significant concern in my readiness for participation and/or in the program itself, I will remove myself from officiating immediately and bring such to the attention of my district director; and,
4. I for myself and my spouse, and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** The South Carolina Independent School Association, my district director, SCISA directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the Event, **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH,** or loss or damage to person or property incident to my involvement or participation in these programs.
5. I grant permission to athletics trainers, first responders, nurses, and coaches as well as physicians or those under their direction who are a part of athletic prevention and treatment, to have access to necessary medical information.
6. I understand that by working as an official that I place myself in a position to be exposed to infectious diseases such as COVID-19 and I assume that risk as an independent contractor. I am aware that I may return a game assignment without penalty if I am concerned about public health risks. I understand and agree to abide to policies and practices designed to minimize exposure and the spread of COVID-19.

**I have read this Release of Liability and Assumption of Risk Agreement, and fully understand its terms.**

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(SIGNATURE)

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Date Signed:

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See specific instructions on page 2	Name (as shown on your income tax return)	
	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. The TIN provided must match the name given on Line 1 to avoid backup withholding. 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.

Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number										
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### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### 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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
  - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
  - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,