



**2022-2023 NCAA WOMEN'S BASKETBALL  
GAME ADMINISTRATION AND TABLE CREW REFERENCE SHEET**

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**GAME ADMINISTRATION**

Game administration shall make available an individual at each basket with a device capable of untangling the net when necessary. The individual must ensure that play has clearly moved away from the affected basket before going onto the playing court.

**SCORER**

It is strongly recommended that the scorer be present at the table with **no less than 15 minutes** remaining on the pregame clock.

**Signals**

1. For a team's fifth foul, the scorer will display two fingers and verbally state the team is in the bonus. The public-address announcer is not to announce the number of team fouls beyond the fifth team foul.
2. In a game with replay equipment, record the time on the game clock when the official signals for reviewing a two- or three-point goal or whether a try was released before the shot-clock period ended.
3. For a disqualified player, the scorer will inform the officials as soon as possible by displaying five fingers with an open hand and verbally state that this is the fifth foul on the number of the disqualified player.

**Coaches' Appeal:**

When the head coach makes a formal appeal to the official scorer that: (1) a correctable error occurred; (2) a timing, scoring, or alternating-possession arrow mistake occurred; (3) an intentional or contact disqualifying foul occurred; (4) the ruling involving the location of players involved in a restricted area or lower-defensive box play was incorrect; or (5) the ruling to count a goal when a foul was committed by or against a teammate of the shooter was incorrect, the scorer shall have the timer sound the game-clock horn at the first dead ball or immediately when the ball is in control of the appealing coach's team.

**GAME-CLOCK TIMER**

**TIMER must:**

1. Confirm with the officials that the game clock is operating properly, which includes displaying tenths-of-a-second under one minute, the horn is operating, and the red/LED lights are functioning. These tests are to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.
2. Not sound the horn at the media-timeout mark unless the officials fail to recognize the media-timeout window.
3. Not to sound the horn for a disqualified player until the reporting official notifies the timer to start the clock for the disqualified player.
4. Have a digital stopwatch available (may **not** be a cell phone) to time the length of timeouts, the intermission following the first and third periods, any injury/blood, or displaced lens situation. The game clock may not be used to track time during any of these situations.
5. Notify the official of any timing mistake or malfunction of the timing device.

**START** the clock when an official signals that an inbounds player touches the ball during:

1. The jump ball.
2. Any throw-in after the ball has been released by the thrower-in.
3. An unsuccessful free throw that will remain live.

**STOP** the game clock when:

1. An official's whistle sounds.
2. A goal is successful (clears the bottom of the net) in the last 59.9 seconds of the fourth and all extra periods.

**SOUND A WARNING HORN** 15 seconds before time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

**SOUND A FINAL HORN** when time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

***For more information on duties of the timer, see Rule 2-10. When the Precision Timing System is used, the timer is still required to start and stop the game clock by rule.***

#### **ALTERNATING-POSSESSION ARROW**

**SET** arrow to start the game or any extra period when:

1. A team obtains the initial possession/control of the ball.
2. After a violation or non-personal foul, the ball is placed at the disposal of the thrower-in.
3. After a personal foul, the ball is placed at the disposal of the thrower-in or free throw shooter.

**SWITCH** arrow when:

1. A throw-in ends (an inbounds player legally touches the ball on throw-in).
2. The throw-in team violates (example: thrower-in steps over the boundary line).

**DO NOT SWITCH** arrow when:

1. A team fouls on an alternating-possession throw-in.
2. Ball is intentionally kicked or fisted during an alternating-possession throw-in.

***For more information on the alternating-possession procedure, see Rules 6-3 and 6-4***

#### **SHOT-CLOCK OPERATOR**

**SHOT-CLOCK OPERATOR must:**

1. Confirm that the shot clocks are operating properly, which includes the horn sounding at zero and the red lights connected to the game clock do **NOT** engage at zero on the shot clock. This test is to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.

**START** shot clock when:

1. A team gains possession on a:
  - a. Rebound.
  - b. Jump ball.
  - c. Loose ball after a rebound or jump ball.
2. An official signals that an inbounds player legally touches the ball on a throw-in.
3. Only during games with a shot clock that can display tenths of a second, a minimum of .3 seconds must expire from the shot clock when the ball is legally touched inbounds.

**STOP** shot clock when an official's whistle sounds.

**FULL RESET to 30 seconds** when:

1. There is a change of possession with a new team in control.
2. There is a single personal foul charged to the offense and, when charged to the defense, the foul was committed in the offensive team's backcourt.
3. There is a single player/substitute or bench technical, administrative technical assessed to the defensive team, intentional, or disqualifying foul.
4. Opponents commit fouls which stop play and one foul is intentional or disqualifying.
5. There is an administrative technical foul assessed to the defensive team.
6. A try/shot (not a pass) hits the rim or flange and a player on the non-shooting team is first to control the ball anywhere inbounds or a player of the shooting team is first to gain control the ball in their backcourt.
7. There is a violation by the offense or when there is no team control.
8. There is an inadvertent whistle with no team control and:
  - a. The alternating-possession arrow favors the non-shooting team or
  - b. The ball is in the shooting team's backcourt when the whistle sounds following a try that strikes the ring/flange and the alternating-possession arrow favors the shooting team.
9. When free throws are to be attempted, reset to 30 prior to the first attempt.
10. When a shot hits the ring or flange and is unsuccessful, the shot clock shall be held at 30 seconds until team control is established. When the shooting team is first to control the ball, the shot clock shall be reset to 20 seconds.

**RESET to 20 seconds** when:

1. There is an intentionally kicked or fisted ball by the defense with 19 seconds or fewer on the shot clock.
2. The defensive team commits a single personal foul in the offensive team's frontcourt with 19 seconds or fewer on the shot clock.
3. A try/shot (not a pass) hits the rim or flange and a player of the shooting team is first to gain control of the ball in their frontcourt.
4. There is an inadvertent whistle with no team control and the ball is in the shooting team's frontcourt when the whistle sounds following a try that strikes the ring/flange and the alternating-possession arrow favors the shooting team.

**NO RESET** when:

1. The offense retains possession after the following:
  - a. A held ball.
  - b. An out-of-bounds violation.
2. There is an intentionally kicked or fisted ball with 20 seconds or more on the shot clock.
3. The defensive team commits a single personal foul in the offensive team's frontcourt with 20 seconds or more on the shot clock.
4. There is an injured player.
5. There is a timeout.
6. A double foul occurs, or opponents commit fouls of equal gravity.
7. There is an administrative technical foul on the offensive team.
8. There is an inadvertent whistle with team control or following a try for goal that does not strike the ring/flange when the alternating-possession arrow favors the shooting team.

**ALLOW shot clock to run:**

1. During loose-ball situations.
2. During a try for goal which does not strike the ring or flange.

**TURN OFF the** shot-clock display when there is a reset situation and there is less than the time in a shot-clock period remaining on the game clock; however, situations may arise when a shot clock which is not currently displaying any time may be set to 20 seconds.

*For more information on duties of the shot clock operator, see Rule 2-11*

**MEDIA TIMEOUT (See Rule 5-14.10 for timeout rules)**

1. Media timeouts are permitted in any game.
2. The length of a media timeout is determined by the host institution/conference or the electronic-media agreement between the host institution/conference and their media partner.
3. The media-timeout format includes one scheduled media timeout at or below the 5-minute mark in each quarter.
4. When a replay review occurs before the 5-minute mark in a quarter and prior to the quarter's electronic-media timeout, the replay review triggers that quarter's electronic-media timeout. The replay review will be conducted concurrently with the electronic-media timeout.
5. A team-called timeout called before the 5-minute mark or anytime at or under the mark when there has been no other whistle, will become the media timeout in that quarter.
6. The first replay review or team-called timeout of the second half will trigger the second half electronic-media timeout. This timeout does not replace the 5-minute media timeout in the quarter in which it is called. The replay review will be conducted concurrently with the electronic-media timeout.
7. When the replay review is completed before the end of the electronic-media timeout, substitutes must report prior to the first warning horn. When the replay review is completed after the end of the electronic-media timeout, once the officials have finished any communication with the scorer/timer, the timer shall be instructed to sound the horn followed by a second horn 15 seconds later. Any substitute permitted to enter the game by rule must report prior to the final horn.
8. The official will give the media timeout signal regardless of what kind of timeout is being requested. Following the media timeout signal, the official will then report to the scorer whether the timeout is charged as a 30- or full timeout depending on what the coach requested. Teams are charged with what they request even when that timeout becomes a media timeout.
9. The intermission between the first and second quarters and between the third and fourth quarters may be used as an electronic-media timeout (per the media agreement).

**Example 1:**

1st Quarter:	2nd Quarter:
<ul style="list-style-type: none"> <li>• 6:30- team calls a TO               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:30- team calls timeout creating first stoppage at or under 5-min.               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs               <ul style="list-style-type: none"> <li>• Not a media timeout</li> </ul> </li> </ul>	

**Example 2:**

3rd Quarter:	4th Quarter:
<ul style="list-style-type: none"> <li>• 6:30- team calls a timeout (first team-called timeout in second half)</li> </ul>	<ul style="list-style-type: none"> <li>• 7:30- team calls timeout (first team-called timeout in 4th period)</li> </ul>

<ul style="list-style-type: none"> <li>Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul>	<ul style="list-style-type: none"> <li>Becomes the 5-min. media timeout</li> </ul>
<ul style="list-style-type: none"> <li>4:55- whistle occurs <ul style="list-style-type: none"> <li>Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>4:55- whistle occurs causing the first clock stoppage at or under 5:00 mark <ul style="list-style-type: none"> <li>Play continues; no media timeout</li> </ul> </li> </ul>

**Example 3:**

<b>3<sup>rd</sup> Quarter:</b>	<b>4<sup>th</sup> Quarter:</b>
<ul style="list-style-type: none"> <li>8:00- team calls a timeout (first team-called timeout in second half) <ul style="list-style-type: none"> <li>Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>7:30- team calls a timeout (first team-called timeout in 4<sup>th</sup> period) <ul style="list-style-type: none"> <li>Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>6:30- team calls a timeout <ul style="list-style-type: none"> <li>Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>4:55- whistle occurs causing the first clock stoppage at or under 5:00 <ul style="list-style-type: none"> <li>Play continues; no media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>4:55- whistle occurs causing first clock stoppage at or under 5:00 mark <ul style="list-style-type: none"> <li>Play continues; no media timeout</li> </ul> </li> </ul>	