

New York State Girls Basketball Officials Association, Inc

Courtesy of the
Westchester Putnam Women's Basketball Officials Association



Mechanics Manual: 2-Person Crew



OFFICIALS' CODE OF ETHICS

A Good Official Shall:

- Not officiate any contest after having had any alcoholic beverages on the day of the game.
- Not engage in idle conversations with any person at any time before, during or after the game, intermissions included.
- Not solicit a coach or league official for game assignments. Officials should not obligate themselves to any person affiliated with any game they might be assigned to officiate.
- Be in good physical and mental condition.
- Be prompt for assignments. Arrive at least 30 minutes prior to tip-off time.
- Not be overly officious.
- Not accept game assignments for any school the official attended, coached, at or had any affiliation or relationship with unless the assignment authority rules committee makes this permissible.
- Not become intimate with coaches or affiliates of teams for whom the official may be assigned league games.
- Not criticize or attempt to explain another official's judgment on decisions to either coach, players or news media, nor publicly or covertly express disagreement with officials as a spectator.
- Never argue with players or coaches. If a player question is asked, listen to it, then give a definite and decisive answer. Respond to questions, not statements.
- Assist players in the interpretation of rules when such request is made at a proper time.
- Give each team their best efforts.
- Enthusiastically adhere to the ideals of sportsmanship, qualities of loyalty, courage, unselfishness, self-discipline and authority
- Not use abusive or obscene language
- Display actions both on and off the court that are a credit to basketball officiating.

SECTION 1: BASIC PRINCIPLES IN OFFICIATING

A. RULES:

An official needs to have a perfect knowledge of the rules as well as the ability to interpret them accurately, intelligently, and realistically. In enforcing the rules, the officials must maintain control of the game and discipline of its players, coaches and bench personnel. By penalizing rules infractions as they occur, we will promote the balance of play intended by the rules.

B. MECHANICS & SIGNALS:

Each official must have accurate knowledge of the accepted practices and skills used in the administration of a basketball game. It is necessary that the techniques outlined in this manual and the NCAA rule book be memorized and practiced on the floor.

It is imperative that all officials use only the approved signals as illustrated in the NCAA Rule Book. Precise, clear signals create the impression that the officials have the game well in hand and will reduce and largely eliminate the possibilities of uncertainty and confusion. To ensure proper administration of the contest, officials are encouraged to communicate with each other during a time out when necessary. Be sure to never turn your back to the players and remember, **UNAUTHORIZED SIGNALS ARE NOT ACCEPTABLE AT ANY TIME.**

C. PERSONAL APPEARANCE AND CONDUCT:

An official should be professional in his/her appearance at all times. The uniform shall fit properly and be clean and pressed. It is important that only the official uniform be worn. Jewelry should not be worn at any time. Wedding bands that cannot be removed should be covered with a band-aid. Conduct before, during, and after the contest should be dignified, businesslike, and professional.

The official uniform shall consist of: Black and white vertically striped "V" neck short sleeved shirt (approx. 8" in length, black cuff, no pocket, American flag on left sleeve 2" above band); black trousers or slacks (pleated or not pleated); black belt/black buckle or belt-less; black socks; black shoes (preferably shined) with black shoestrings; black jacket with the NYSGBOA patch on the left breast; black whistle and black Smitty/lanyard. During the month of February, a pink whistle shall be used. The shirt shall be tucked into the trousers/slacks.

Officials should not engage in conversation with coaches or players prior to or during the game other than cordial introductions to the coaches and captains.

Officials should never engage in conversation with members of the news media. Communication with the news media should only occur between the media and the organization's president or rules interpreter.

An official will not sit on or at the scorer's table nor shall an official engage in conversation with spectators or other persons during a time out.

An official should never discuss with any coach the plays or players of an opponent's team in a game in which the official will officiate, is officiating, or has officiated in any capacity.

D. PHYSICAL CONDITION:

Basketball officiating is physically challenging/demanding and requires a well-conditioned body and an alert mind. Those who have poor vision, cardiac abnormalities, weak legs, poor stamina, slow reactions or cannot keep up with the pace of the game have no place in basketball officiating. If an official wears eyeglasses off the court, the official should wear them or contact lenses on the court.

E. MENTAL REACTIONS:

Every official must make instant decisions, being absolutely certain without delay. They need to be steady of nerve and have quick reaction time. Be alert for possibilities in all situations as they develop so that your reactions will be instantaneous.

F. THE IDEAL OFFICIAL:

- Notices everything but is seldom noticed
- Has resourcefulness and initiative
- Has dignity of voice and manner with no suggestion of being pompous or arrogant
- Is considerate and courteous without sacrificing firmness
- Can control the players effectively and understandingly
- Has constant concern for the physical welfare of the players
- Cooperates fully with other officials
- Knows what the rules mean, their intent and how to apply them
- Is physically fit and able to be in the right place at the right time

SECTION 2: PREPARATION

A. ARRIVAL AT GAME SITE:

Officials should arrive at the game site appropriately dressed (NOT in uniform) to represent the organization they are affiliated with. Officials should arrive a minimum of 30 minutes prior to game time and should notify home management of their arrival before proceeding to the dressing room. This will provide time for an adequate pre-game conference. Tardiness creates the impression that the official is not taking the work seriously. Promptness is clear evidence of interest in basketball and the assignment at hand. If you know you are going to be late (traffic, accident, etc...) contact your partner to let them know.

B. PRIVACY/PRE-GAME CONFERENCE:

Officials must not permit coaches, players, etc. to share the dressing rooms with them. Privacy is necessary to conduct a proper pre-game conference. The referee is responsible to arrange and conduct the conference in the privacy of the dressing room before each game and should encourage the umpire's participation. Ideally, this will be a meaningful discussion between both officials and not a lecture.

C. TEAMWORK:

The officials assigned together should strive to work equally hard from the start of the game until the finish. Whether or not the past experience of the officials is equal, their responsibilities are equal. Their duties may differ slightly, but they should share in the business of calling a well-officiated game. The cornerstone of producing this cooperation/teamwork is a thorough pre-game conference.

D. CONSISTENCY:

Great care must be taken by both officials to ensure the game is called consistently from the beginning to end and from one end of the floor to the other.

E. ALERTNESS:

Officials should not let the tempo of the game lag, particularly in reporting fouls, administering free throws, handling out of bounds, and admitting substitutes. Maintain focus at all times.

F. PRE-GAME CHECKLIST:

- A pre-game card should be used to conduct the pre-game conference. Below are topics for the pre-game. See appendix for a sample pre-game card
- Check correct time, starting time of game, equipment, ball, and uniforms.
- Review rules and mechanics changes, and special rule situations
- Review allocation of duties on jump ball, alternating possession process, proper signals, division of court, and duties of the Referee and the Umpire.
- Review court coverage, jump ball, out of bounds, switching, free throw procedure, sideline/end line coverage, double whistles. Discuss primary and secondary areas of court coverage and areas of responsibility.
- Review the following: foul calling techniques and procedures; coverage for pressing defenses; injured player procedure, including bleeding players; responsibilities of game timer, scorer, and shot clock operator; pre-game and halftime duties of the referee and the umpire; substitution procedures; special situations relative to teamwork that will ensure proper game coverage and control.
- Check equipment and test game ball on the playing surface. Be sure it is a women's ball (28.5").
- Referee provides game instructions to scorers, game timer, and shot clock operator.

SECTION 3: DUTIES OF OFFICIALS

A. PRIMARY DUTIES OF THE REFEREE

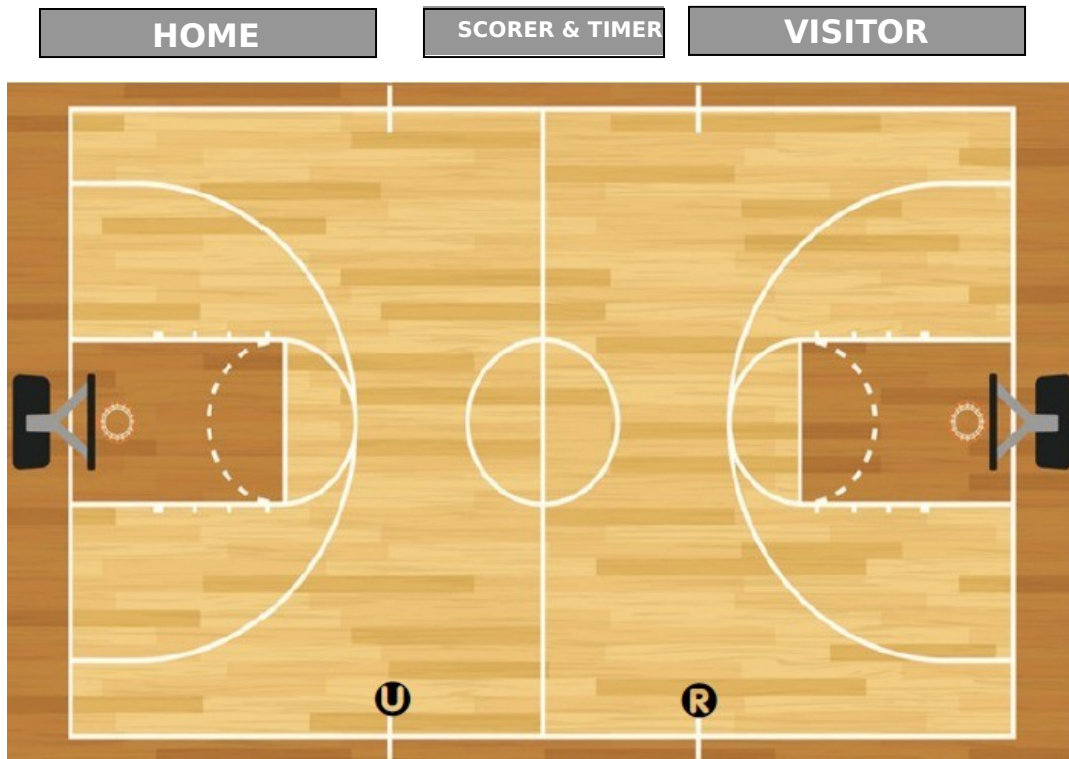
1. Serves as official in charge.
2. Checks and approves equipment; ball (28.5”), timing device, horns.
3. Inspects court.
4. Instructs scorers and timers in their duties.
5. Counts visiting players before the ball is put into play.
6. Decides whether or not a goal will count in the case of a disagreement.
7. Designates official scorer, game timer, and shot clock operator.
8. Examines scorebook at the end of the 1st half.
9. Forfeits game when conditions warrant.
10. Ensures that both teams are notified three minutes before each half is to begin and penalizes for delay.
11. Determines which official will make the toss and administers ball to begin each period.
12. At the end of the game, verifies score by a prearranged signal with the scorer.
13. At the beginning of each extra period, notifies each team that they will receive one (1) additional :30 second time out.

B. PRIMARY DUTIES OF THE UMPIRE

- A. Inspects uniforms, checks for jewelry, ensures that teams are wearing contrasting colors.
- B. Inspects protective equipment.
- C. Aids in getting teams on the floor promptly for each half.
- D. Counts home players before the ball is put into play.

SECTION 4 - FLOOR MECHANICS

PRE - GAME ON PLAYING FLOOR:



15:00 Prior to game time: Arrive on the court and go to the 28' line. R watches the visitors, U watches the home team. Count players on your team, look for jewelry, illegal numbers/uniforms, etc...

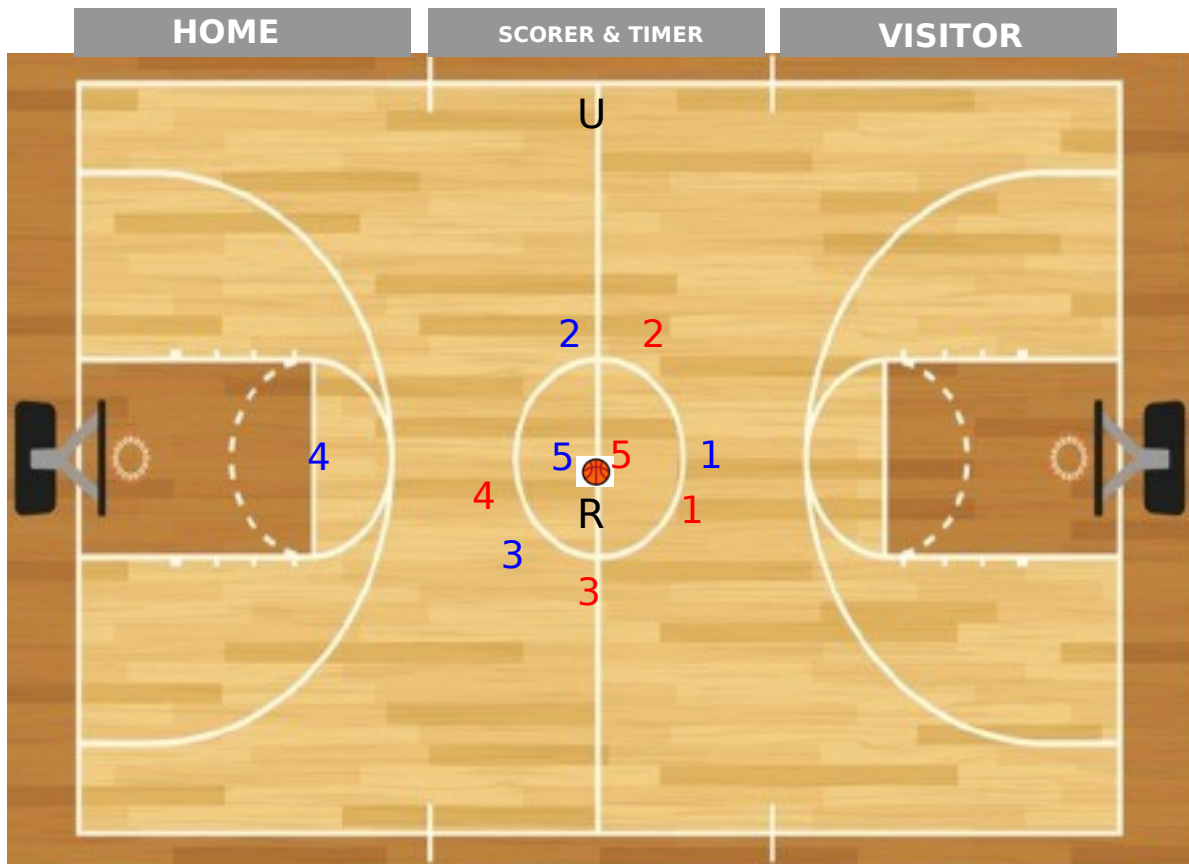
14:30 Minutes: Get captains for captains conference. Introduction, read sportsmanship card, speaking captains, remind to play the whistle, not the horn, be ready to play on second horn of time out, no jewelry, questions, good luck. Do not give a rules clinic. Captains conference should take roughly 2 minutes.

12:00 Minutes (or at conclusion of captains meeting): It is encouraged to take care of table protocols and ensure books are completed and starters are indicated PRIOR to the 10:00 minute mark. If books are not complete and ready by the 10:00 minute mark, it is an administrative technical foul.

Procedure: R goes across to check game ball, official book and instruct scorers and timers. U may assist in instructing timers. When the officials are finished at the table, both will stay on the court at the 28' line opposite the table. At this time, they will be watching each team for illegal equipment, such as headbands, wristbands, knee pads, hard objects in the hair, jewelry, etc. Officials MUST enforce the rules as written regarding game attire. Also watch for player tendencies; ability to shoot 3 pointers, lifts pivot foot prior to dribble, and observe floor conditions, possible obstructions, etc..

1:30 Minutes: Go across and introduce yourselves to the visiting coach and then the head coach. Hand shakes and names only. This is not a time for hugs and long conversations.

JUMP BALL MECHANICS



Non-Tossing Official: Stands at division line in front of scorer's table to ensure the table is ready for the start of the game. When the table is ready, the non-tossing official faces the tossing official, makes eye contact to ensure readiness and raises his/her hand to start the clock. When the ball is legally tapped, the non-tossing official chops in time to start the clock. During the toss, the non-tossing official is responsible for the 8 non-jumpers, the flight of the toss, and starting the clock. After the ball is legally tapped, the non-tossing official will go in the direction of the tap and usually, will become the lead.

Tossing Official: Stands at the division line opposite the table and facing it. Counts players, makes eye contact with non-tossing official to ensure he/she and the table are ready to begin, and that the players are lined up properly for the jump ball. Notifies players to hold their sport, blows the whistle, takes the whistle out of his/her mouth prior to the toss (to avoid injury), enters the circle and tosses the ball between the two jumpers. Do NOT signal which team is going in which direction prior to the toss. During the toss, the tossing official is responsible for the two jumpers and the toss. After the toss, the tossing official should freeze in the jump circle area until all the players have cleared the area and then should glance at the table to ensure that the alternating possession arrow has been set and then normally, will proceed to the trail position.

In the case of a long "back tap" the non-tossing official will go with the ball as usual. If the team attacking the far basket gains control, the non-tossing official may make eye contact with the tossing official and the tossing official may assume the lead position and the non-tossing official will check the arrow and become the trail.

LEAD / TRAIL POSITIONING AND RESPONSIBILITIES

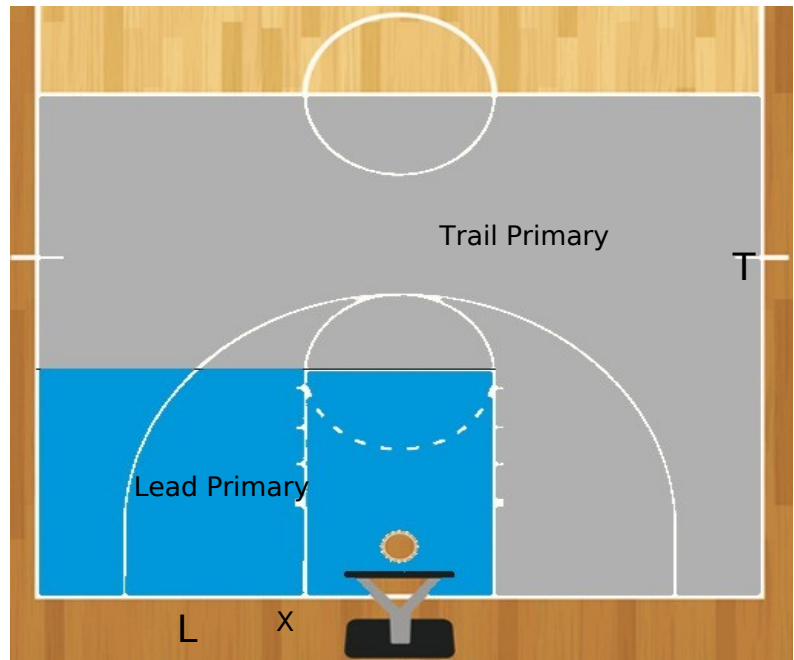
Positioning -

T NORMAL POSITION:

Near 28' hash mark a few steps onto the floor. Works the arc.

L NORMAL POSITION:

On the baseline inside the arc - get depth if possible. When ball swings to opposite side of the lane, Lead should pinch the paint (X in diagram)



Boundary Coverage: Back-court

T: Covers the back-court end line and the sideline closest. The far sideline above the foul line Extended is the primary's, but is a shared responsibility, Discuss in pre-game.

L : Covers front-court end line and the sideline in his/her primary. Back-court sideline on L 's side of the floor is a shared responsibility as stated in the Trails coverage above.

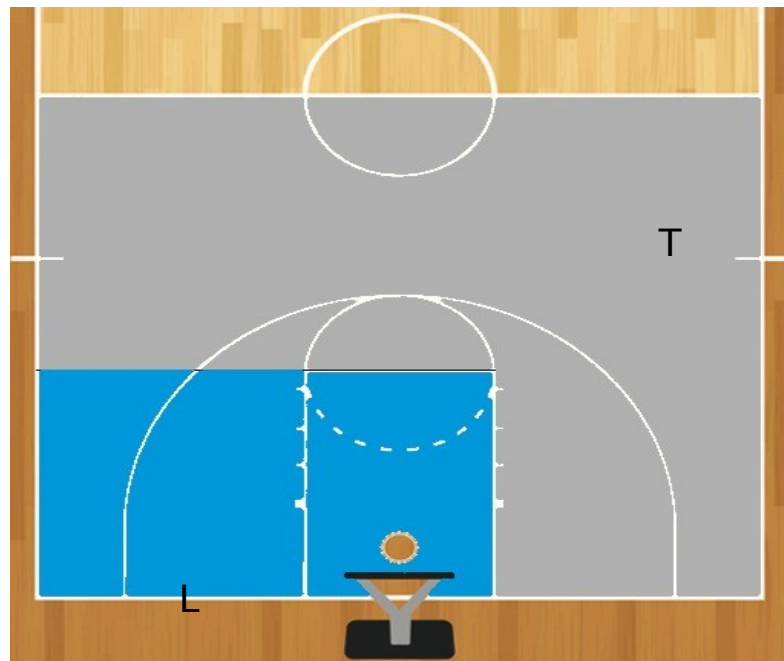
Court Coverage

- The T must move off the sideline for proper court coverage.
- In all cases, only one official watches the player with the ball.
- By maintaining proper spacing and angles, the on-ball official can also see some off-ball players within the immediate area.
- Because of the necessary emphasis on off-ball coverage, some boundary line coverage is sacrificed. Discuss this in your pre-game.
- Coverage areas shift depending on where the ball is.

ON/OFF BALL COVERAGE:

L : Is on the ball when it is below the free throw line extended on their side and between the arc and the free throw lane on the T's side. Open and close shoulders to show on/off ball.

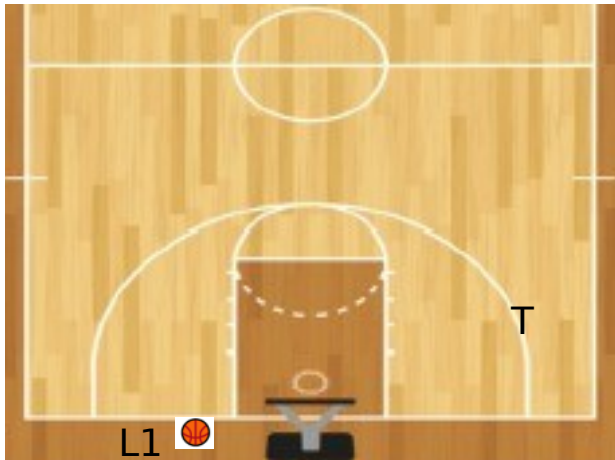
T : Is on the ball when it is above the free throw line extended and outside the arc below the free throw line extended on the T's side of the floor.



BOX AND COVER

Whenever you put the ball in play you will:

- Always keep the thrower-in between you and your partner.
- Always cover the lines you are responsible for.



BOX AND COVER - EXCEPTION

When the ball is to be in-bounded on the baseline outside the 3-point arc, the L will position him/herself to the inside of the thrower-in.

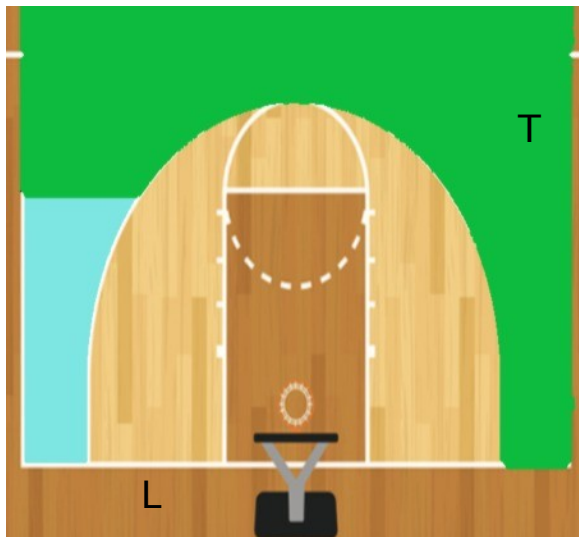


FIELD GOAL ATTEMPTS:

The official who has the shooter should stay with the shooter until there is no longer the threat of a foul before moving to basic rebound position. Then cover the players rebounding in front of the basket on your side. The T should step down (take 1-2 steps toward the basket) when the ball is released on a try to be in a better position to help the L referee the rebound.

3-POINT ATTEMPT:

L : Is responsible for the 3 point attempt from the free throw line extended to the baseline on L's side (blue shading). T - has everything else (green shading).



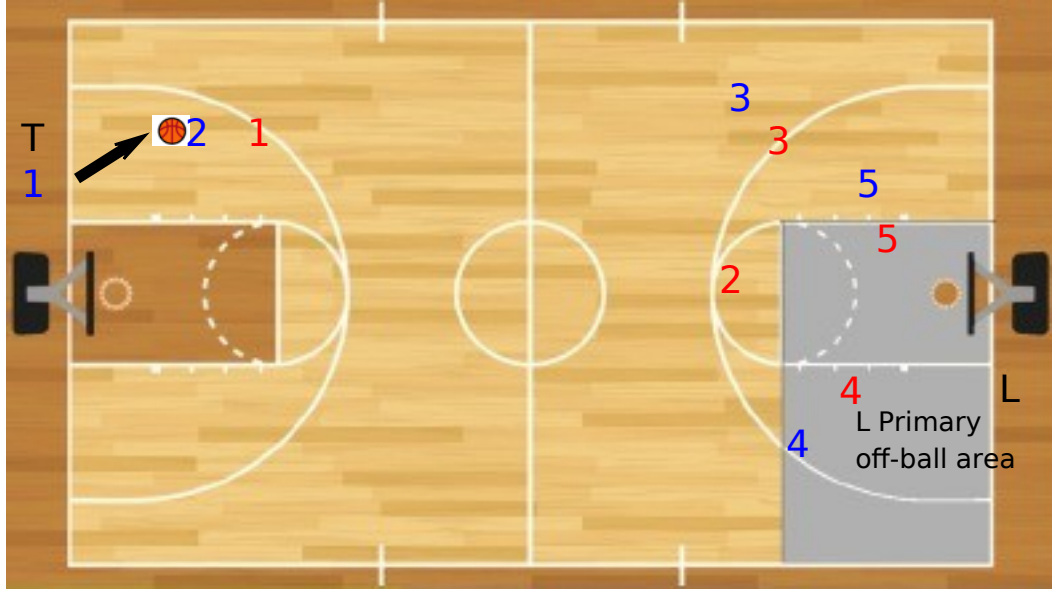
3-Point Goal Mechanics:

An attempt made in the primary area **T** of the key. The T will signal the attempt with a raised arm and open hand similar to the violation signal. If the attempt is successful, the T will raise the other arm and hold them both up for 1-2 seconds. In this case, the L does not signal the attempt nor the make.

An attempt made in the primary area **L** of the key. The L will signal the attempt with a raised arm and open hand similar to the violation signal, **T** mirrors the attempt. If successful, the **L** will signal the make and the T will mirror the **L** and also signal the made shot.

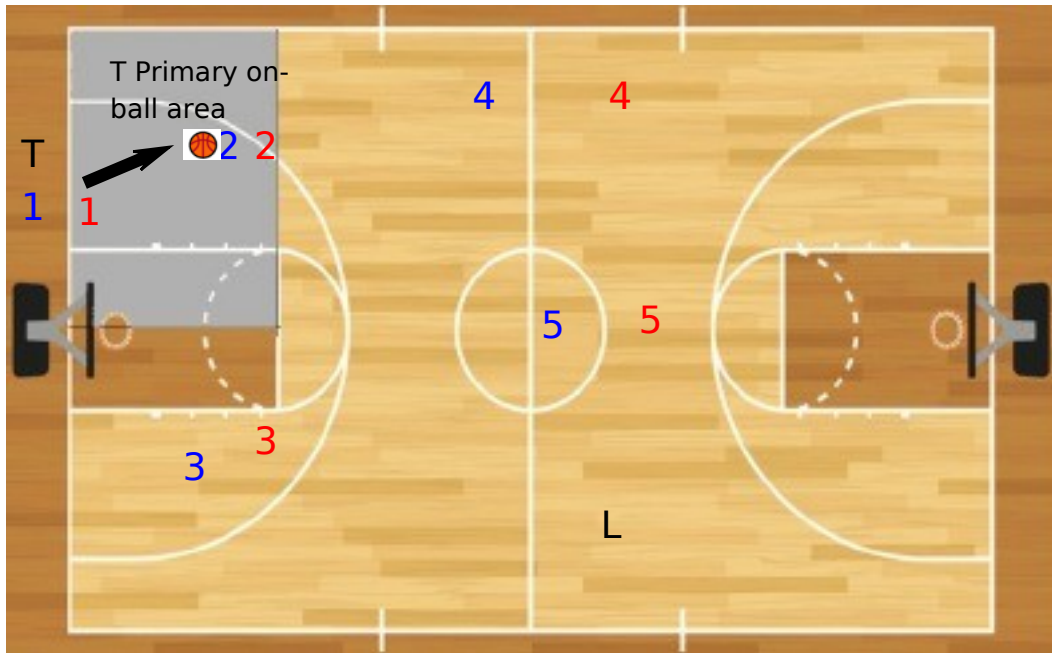
1-on-1 PRESSING SITUATIONS

L's primary off-ball area is the gray shaded area below. The T's primary on-ball area is everything else. T needs to work sideline to sideline in the back-court. T has primary responsibility for all 3 lines in the back-court. T has primary responsibility for the 10 second count. L has secondary responsibility for the 10 second count and should help if needed. T should work to maintain proper lines of sight and not get straight-lined.



More than 1-on-1 PRESSING SITUATIONS

T's primary on ball area is the gray shaded area below the L's primary off ball area is everything else. L must not bail out and be no deeper than the last offensive player. L's first look is off-ball looking for holds, screens, etc. L should help the T with out of bounds calls on the L's sideline. L is responsible for the actions of all deep players. Position yourself 1 or 2 steps behind the deepest offensive player.

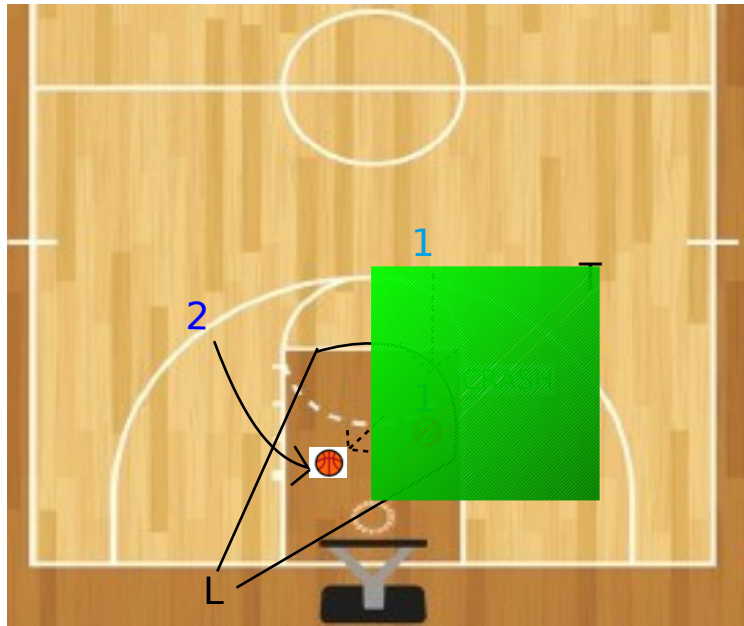


PASS / CRASH SITUATION:

In this play, the **L** will take the pass (ball) and the **T** will take the **crash**

On the long pass - fast break PASS/CRASH, **L** needs to stay with the crash also. Better the **L** call it from 10-15 feet away than the **T** from 50 feet away.

Pass/Crash situations often happen quickly and multiple pass/crash situations should be discussed in your pre-game conference. Responsibilities can and will change based on ball location, crash location and pass direction.



THROW-IN ADMINISTRATION:

BOTH OFFICIALS shall:

1. Give enough time for the teams to get ready.
2. Make eye contact with your partner.
3. Hand or bounce the ball to the thrower-in. Never toss the ball.
 - **L** in-bounding going long: Bounce or hand the ball to the thrower-in. Do **NOT** force a switch.
 - **L** in-bounding staying in front court: **Hand** the ball to the thrower-in if the throw in is to occur on the baseline. **DO NOT** bounce the ball across the lane. If the throw-in is to occur on the side line, bounce the ball to the thrower-in.
 - **T** in-bounding on side line: bounce or hand the ball to the thrower in.
4. The non-administering official shall focus on the players off the ball.

🕒 OFFICIAL

1. Will administer all throw-ins on the end line or on the sideline below the free throw line extended of the offensive team's front-court.
2. Position is on the outside between the player and the sideline. See "Box & Cover" Exception on page 10.
3. When staying in front court, **L** will always sound the whistle prior to handing the ball to the thrower-in. At this time, the **T** will raise his/her arm to mirror the **L** in the stop clock position and will chop in time with the **L** once the ball is touched inbounds. When going long, new **T** shall **NOT** sound the whistle when putting ball at the disposal of the thrower-in and the new **L** does **NOT** chop in time.

THROW-IN ADMINISTRATION (Continued):

4. If the thrower-in muffs the handoff/ bounce pass, the throw-in should be re-administrated.
5. Start a visual five-second count at shoulder level, using the arm farther from the thrower-in.
6. Use the counting arm to chop in time when the ball is touched by any player on the court.

🕒 OFFICIAL

1. Will administer all throw-ins on the sideline above the free throw line extended and all throw-in's in the back-court. The T should bounce the ball to the thrower-in.
2. When going long, T should bounce the ball to the thrower-in. Position is on the outside between the player and the sideline. If the administering official is on the opposite side of the lane from the in-bounder, he/she bounces the ball across the lane to the in-bounder even if there is defensive pressure. Do not force a switch.
3. Position will diagonally box in the thrower-in and cover his/her lines of responsibility.
4. Start a visual 5-second count from hip to shoulder level using the arm away from the thrower-in.
5. Use the counting hand to chop in time when the ball is legally touched by any player on the court. When the T is in-bounding the ball, the L never mirrors the T.

COUNTS:

Officials are required to give a visual count on all time limit situations except for the 3-second lane limit.

- The visible 5-second count will be given from the hip to shoulder level, bending the arm at the elbow with each flick. The 5-second count begins when the official has placed the ball at the disposal of the thrower-in.
- The 10-second back-court count (when shot clock is off) will be given from the hip to shoulder level, bending the arm at the elbow with each flick.
- Closely guarded count (within 6 feet) only applies while the player is holding the ball and is in the front court. The count will be given from the hip to shoulder level, bending the arm at the elbow with each flick.
- On a free throw, the T will give a visible count to enforce the 10-second limit. This count is different from the 5-second count. With one arm straight down, a subtle flick of the wrist is given.

THROW-IN SPOTS:

BACK-COURT:

1. For all violations in the back-court, the throw in will occur from the closest out of bounds location nearest the spot of the violation.
2. Prior to the bonus being in effect, for all fouls in the back-court, the throw in will occur from the closest out of bounds location nearest the spot of the foul.

FRONT-COURT:

1. For all violations on the offense, the throw in will occur from the closest out of bounds location nearest the spot of the violation.
2. For all violations on the defense with the exception of a kicked/fisted ball, the throw in will occur from the closest out of bounds location nearest the spot of the violation. For violations that occur within the trapezoidal area, throw ins will occur as per diagram 1 below
3. For all offensive fouls, the throw-in will occur from the out of bounds location nearest the spot of the foul.
4. For all defensive fouls or kicked/fisted ball violations, the throw in will occur from one of the four designated spots nearest the spot of the foul/kicked/batted/fisted ball. These spots are the 28' line on both sides of the court and the hash mark on the base line 3' from each lane line. See diagram 2 below.

Diagram 1

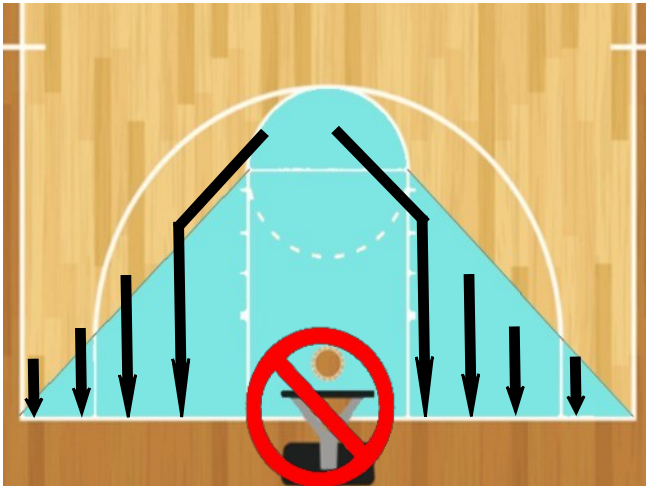
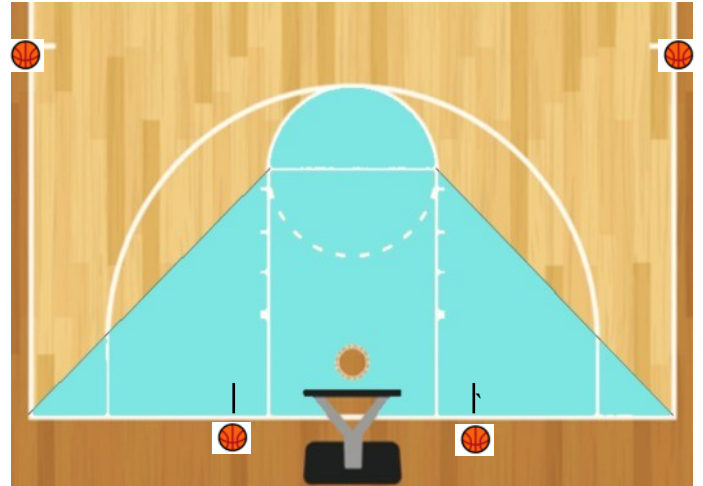


Diagram 2



MAKING THE OUT-OF-BOUNDS CALL:

1. Give a single sharp blast of the whistle and simultaneously call out the color of the team entitled to the ball and point at shoulder level with index and middle finger in the direction of their goal. There is no stop clock signal prior to an out-of-bounds violation.
2. Designate the throw-in spot by pointing to it with the index and middle finger.
3. Do not turn your back on the play. Keep the players in your sight at all times.

Primary responsibility for all out-of bounds calls is with the official whose sideline or end line the ball has crossed. Only the official who is responsible for the out of bounds line will blow the whistle. If the covering official is in doubt, that official MAY appeal to the other official for help (either verbally or by holding the stop clock). When an appeal is made, if the other official knows which team is entitled to the ball, he/she will immediately give a sharp blast of the whistle and signal the proper direction. If the official who was asked does not know which team is entitled to the ball, he/she will immediately give the jump ball signal.

If the non-calling official knows that an out-of-bounds call is clearly incorrect, that official shall notify the calling official. The calling official is the official who will make the decision to change the call. To change the call, the calling official will give a sharp blast of the whistle and point in the new direction.

MAKING A VIOLATION CALL:

1. Simultaneously give a single sharp blast of the whistle and give the stop clock signal (one hand raised straight over your head palm open), then drop whistle from mouth and move toward the area of the violation, STOP, and signal the nature of the violation. Then, simultaneously call out the color of the team entitled to the ball and point at shoulder level with index and middle finger in the direction of their goal.
2. Designate the throw-in spot by pointing to it with your index and middle finger.
3. Never turn your back when indicating the direction. Keep the players in your sight at all times.
4. Note: There is no stop clock signal prior to an out-of-bounds violation.
5. Make sure to use clear and approved mechanics/signals so players, table crew, coaches and your partner are clear with your call.

MAKING A FOUL CALL:

The calling official shall:

1. Give a single sharp blast of the whistle and give the foul signal (one hand raised straight over your head fist closed – reach – no bent elbows), then drop whistle from mouth and move toward the fouler. Do not give a preliminary signal at the spot of the foul unless it is necessary for clarification or to indicate a player control, block/charge, or double foul.
2. Pause momentarily and stay with the foul to ensure no unsporting activity occurs.
 - A. If the foul is non-shooting, identify the throw in spot by pointing with your index and middle finger. Be clear with this mechanic before leaving the foul location.
 - B. If the shot was good, give the “good basket” signal immediately (bring down the arm you used to signal the foul, extend arm at 90 degree angle in front of you and put out your index and middle finger.
 - C. If it is a shooting foul, identify the shooter and while walking to the table, communicate the number of the shooter to your partner.
3. Move clear of the players so the table has a clear view of you so you can report the foul. There is no need to go all the way to the table.
4. Do not give a preliminary signal at the spot unless it is necessary for clarification or to indicate a player control, block/charge, or double foul.
5. If the foul is a technical foul or an intentional foul, give only that signal at the point of the infraction. Be patient, slow down and communicate with your partner during these “emotional” calls.
6. Before reporting the foul to the scorer, it is the responsibility of the calling official to communicate with their partner as to the number of free throws and who the shooter is. If it is a non-shooting foul, communicate where the throw-in spot is. Communication should be both visual and verbal.

FOUL REPORTING SEQUENCE:

Go to a clear area where you are in direct line of sight with the scorer and make eye contact with the scorer. You should NOT go all the way to the table. “Walk and talk” when reporting fouls to the table.

Indicate to the scorer: (in this order)

- Good Basket / No Basket - If Needed
- Color of fouling player’s team
- Number of fouling player
- Signal nature of foul
- Signal the number of shots to be administered or point to the throw-in location if it’s a non- shooting foul.

FOUL REPORTING SEQUENCE (continued):

When reporting the foul to the table with two hands:

- A. The official's right hand will indicate the first digit and left hand will show the second digit, so it appears in proper sequence, left to right, for the scorer. This technique will clear up any confusion when reporting double-digit numbers, 25, 32, etc.
- B. When reporting, the official should say the number "twenty four" and NOT "two" "four". Show the 2 with the right hand and the 4 with the left. These numbers are signaled together.
- C. Single digit numbers can be reported with either hand.
- D. Keep the hands up long enough for the scorer to adjust to the new reporting technique.
- E. Hands should be between your shoulders and top of the head, arms almost fully extended.
- F. There is no specific foul reporting area. Just clear the players and report the foul.

The non-calling official shall:

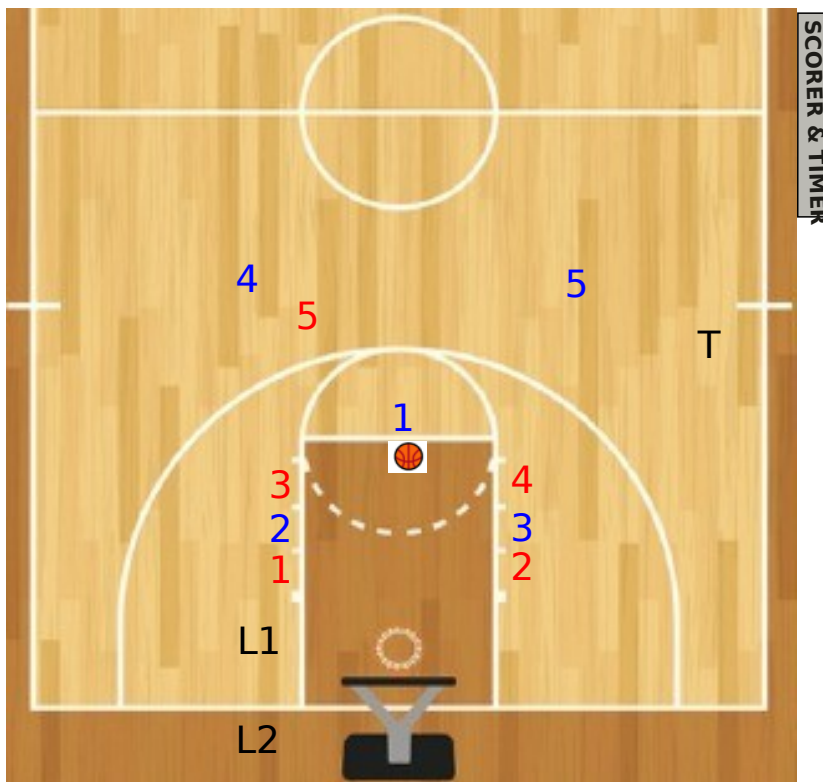
- A. Ignore the ball while foul is being reported.
- B. Move slowly toward new position while freezing your field of vision to keep all of the players in your sight until the reporting official turns to observe the players.
- C. Communicate disqualifications to the coach and administer substitutions.
- D. Secure the ball and move to the proper position for the ensuing play.
- E. Do not run through the players.
- F. If a free throw is to be attempted, ensure the proper shooter is at the line.
- G. If the foul was in the act of shooting, the ball went in the basket, and the calling official has not counted or disallowed the basket, it is the responsibility of the non-calling official to verbally communicate with their partner before the calling official reports the foul to the table. The verbal statement should be: "THE BALL WENT IN". It is now the responsibility of the calling official to count or disallow the basket and this should be signaled immediately.

SWITCHING AFTER A FOUL:

The officials shall switch positions on fouls as indicated:

- A. There will be no "LONG SWITCH." On a non-shooting foul when the throw-in spot is in the team's back-court, the official who was responsible for the end line when the whistle was blown will administer the throw-in.
- B. On shooting fouls, the calling official will report the foul and become the trail official table side. The calling official has the option to go opposite the table if he/she feels that an adversarial situation has or may occur by staying table side near the coach.
- C. On a non-shooting foul in the front-court, the calling official will report the foul and become the T. The T's new location is dependant upon where the foul occurred; in or out of the trapezoid.
- D. Both officials are equally responsible to see that the correct player attempts the free throw(s) and in the correct order if multiple fouls are called.

FREE THROW ADMINISTRATION:



L is responsible for all lane spaces opposite him/her.

- Retrieve ball and step into the free throw lane directly under the basket.
- Check to make sure that the lane spaces are properly occupied.
- Verbally and visually inform the players of the number of free throws.
- Bounce the ball to the free thrower. If the bounce is errant or the free thrower does not catch the ball, sound whistle, receive ball and re-administer free throw.
- If there will be additional free throw(s), take a position next to the player in the first lane space as indicated by L1 above. If the ball is to remain in play after the free throw, take a position a two or three steps behind the free throw lane line and a behind the end line as indicated by L2 above.
- If the final free throw is successful, begin the 5 second count for the throw-in when the ball is at the disposal of the thrower-in and start the clock when the ball is legally touched.
- L will always be opposite the table and administers all free throws from the end line. (Exception: Technical Foul)

T is responsible for the shooter, anyone not in a marked lane space, all players in marked lane spaces opposite him/her and the flight of the ball.

- Take a position at the 28' line to see the opposite lane spaces for violations and wide enough to be in position to see the shooter, the flight of the ball, and the rebound.
- Signal the number of free throws to be attempted, and then drop arm. Start 10 second count when ball is at disposal of free throw shooter.
- If free throw is missed and the ball is to remain in play, raise hand (open palm) on release and step down toward the end line. Chop in time when the ball is legally touched and assume normal rebounding responsibility.
- T will always be near the table. (Exception: Technical Foul)

TECHNICAL FOULS:

- a. After calling a technical foul, it is best for both officials to come together to discuss and ensure proper administration.
- b. The official who calls the technical foul reports it to the table and then takes a position at the division line, table side. If it is hostile situation, the official may position themselves at the division line, opposite the table.
- c. The non-calling official makes sure the free throws are being attempted at the correct basket and by the correct shooter and will administer both free throws.
- d. After the last free throw, the non-calling official will bounce the ball to the calling official at the division line. The calling official becomes the T and administers the throw-in at the division line opposite the table.

DOUBLE FOULS:

On a double personal foul, double flagrant personal foul, a double technical foul, double intentional technical foul, and double flagrant technical foul make the normal switch (unless there is a back-court throw-in). No free throws will be attempted and play shall resume at the point of interruption. The shot clock will not be reset.

INTENTIONAL & DISQUALIFYING FOULS:

- a. After calling an intentional or disqualifying foul, it is best for the officials to come together to discuss and to ensure proper adjudication.
- b. Make the normal switch. L will administer both free throws from the end line.
- c. After the last free throw, play will resume with the offended team in-bounding the ball at the division line opposite the table.

POSITIONING:

T : When the offense is dribbling the ball up the floor slowly, the T should be one or two steps behind the dribbler to observe the dribbler and the players in front of the dribbler. In the front-court, the T should position him/herself at the 28' mark and work the arc to find an angle to see between the players. T can/should move to find the best view of the play/players. This can mean coming as deep as the free throw line extended. The T should NOT stay with his/her feet planted at the 28' line or by the division line. When the T makes a call in the paint, he/she needs to come in strong and sell it.

L : Get depth on the baseline. Move to improve your angles, not just for the sake of moving. Look between the players not through them. Keep your eyes in your primary and on competitive match-ups in your area at all times. Don't give blocked shot signal unless you need to signal that the ball was deflected when it went out-of-bounds.

Neither official should ever take their eyes off the players. When moving up and down court, keep eyes on the play and players. The new L should be sprinting down the court while looking back over

DOUBLE WHISTLES:

Do not make a preliminary signal. Make eye contact with your partner. Get together to discuss if needed to determine what happened first. Did the foul cause the travel? Was it a block or charge? Whichever call is decided upon, that official will sound his/her whistle and make the call.

FAST BREAK:

Cut the corner and beat the players to the paint (you know where they are going). If you are not able to beat the players down the court into standard L position, obtain a position that will provide you the best angle to see the play and to get the call right.

POST PLAY:

Don't let it get rough. Blowing the whistle will clean it up. Review points of emphasis in pre-game

THREE SECONDS:

Concentrate on the post players and players setting screens deep in the lane and then remaining there to rebound. The 3-second count is suspended when a player who, having been in the 3-second lane for fewer than 3 seconds, dribbles or moves in immediately for a try for a field goal. The player shall not pass the ball instead of trying for a goal. In this case it would be a violation.

TRAVELING:

Find the pivot foot. A player must have control of the ball for a travel to occur. Do not call a travel because it looks bad. Discuss in pre-games jump stops, up and under moves, and watch for the catch and hop. Watch the pivot foot on the square up at the 3-point line.

BLOCK/CHARGE:

Once the defensive player has obtained a legal guarding position (2 feet on floor, facing opponent) she is allowed to move laterally or backward to maintain that position. If contact between her and the offensive player occurs on the torso of the defensive player (between the shoulders), the responsibility for the contact is on the offensive player unless the defensive player is moving toward her. If the dribbler gets her head and shoulders by the defensive player then the responsibility for the contact is on the defensive player. When in doubt it is a charge. Don't penalize good defense or incidental contact. Legal defensive position may not be obtained out of bounds.

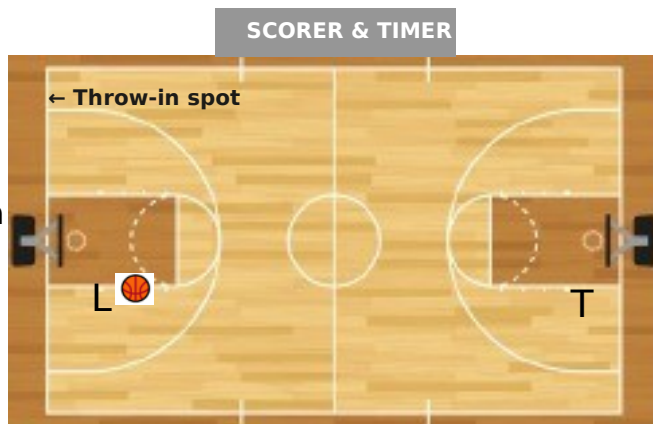
TIME OUTS:

- Determine type of time out; full or 30 second.
- Calling official reports to the table the type of time out and the color/number of the player or coach that called the time out.
- When both teams are near their benches signal the timer to start timing by pointing to them and verbally state "start the clock".
- Communicate how the ball will be put back into play; who the shooter is, how many shots, whose ball, where, can they run the baseline, fouls in relation to bonus, fouls to give, etc. This can also be a time when officials can huddle to discuss any specific concerns about the game in progress. Then go to time out position (on blocks for a full time out or at the top of the arc for a 30 second time out until the 1st horn. Administering official will hold the ball.

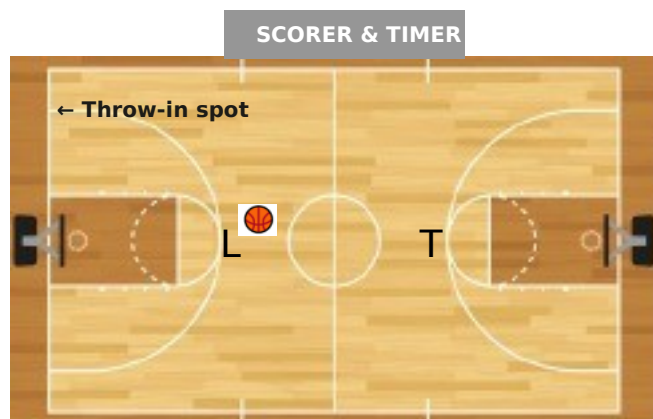
TIME OUTS (Continued):

- When the warning horn sounds, both officials will move towards the nearest team huddle, maintaining a distance of 5-10 feet away, raise the index finger and verbalize “1st horn”. If possible, get the attention of the assistant or head coach by making eye contact, and reinforce that the first horn has blown.
- From this position make your presence known and do something to encourage teams to break and to prepare for play. Clap your hands and say “Let’s go, first horn”, “Your ball white”, etc.
- Do not leave the area if the team is still huddling until the second horn sounds.
- When a team is not ready to play at the second horn of a timeout (when a team is making NO movement whatsoever to resume play) the administering official should adhere to the following:
 - a) Issue a formal warning. This must be recorded in the scorebook as a “ROP” warning.
 - b) If a warning has previously been recorded earlier in the game for this specific delay, then proceed slowly and deliberately with the Resumption of Play procedure.
 1. Give a long, sharp blast of the whistle to indicate play is about to resume.
 2. Verbally indicate the color of the team awarded the ball.
 3. Signal the direction of the team being awarded the ball.
 4. Put the ball at the disposal of the thrower-in. Put the ball on the floor if the offense is the team delaying and start the 5-second count. If the defense is the team delaying, hand the ball to the offense for the throw in and begin the 5-second count.

Court Positioning for a full timeout.



Court Positioning for a 30-second timeout.



POSITIONS BETWEEN PERIODS:

During the intermissions between the 1st and 2nd periods and between the 3rd and 4th periods, the officials will assume the same positions as during a full time out. Resumption of play procedure is NOT used to start the game after the intermission.

SHOT AT THE END OF A PERIOD:

The final shot at the end of each quarter is the T's responsibility. The T will sound the whistle and either signal to score the goal or wave off the shot and the end of each quarter (signals are in the Appendix). During pre-game conference, discuss who will take long pass and quick lay up or jump shot, 3 point shot from the LEAD'S area. You must signal immediately and be strong and confident. Don't wait until the play is over. Also, discuss in pre-game how you will handle the last shot if there is only one game clock in the gym.

UNUSUAL SITUATIONS:

Get together, talk it over, then tell both coaches together what will happen. Try to call as little attention to the situation as possible.

SUBSTITUTIONS:

On a dead ball after a non-shooting foul or violation where a throw-in spot is to be utilized, the official without the ball will beckon the substitutes onto the court and hold the "stop clock" signal until all substitutes are on the court and the replaced players are off the court. By dropping the "stop clock" signal, the official is letting his/her partner know to put the ball at the disposal of the thrower-in. No other signal is needed (no thumbs up, or "ok" signal).

On a dead ball after a shooting foul, the reporting official will recognize and complete the substitution procedures. During multiple free throws when there are substitutes at the table prior to the first free throw, the T will recognize the substitutes, bring them onto the floor and complete the substitution procedures.

Substitutions may also be made if the final free throw is successful. The new L will complete the substitution procedure. Before beckoning substitutes, officials should ensure that the ball is not about to become live and that the substitute has reported to the scorer and is ready to enter. If substitutes have reported and are at the table when a foul is called that results in a disqualification, the substitute for the DQ player must enter the game prior to the subs at the table being beckoned onto the court.

NOTE: Officials must be aware during free throws if multiple substitutions occur that a player does not re-enter the game before the game clock has started. A player that is subbed for may only re-enter the game without a tick coming off the clock if the opponent commits a foul or violation.

SIGNALS:

NYSGBOA officials will use only the signals prescribed in the NCAA rule book and in the appendix of this manual. Remember, there is no stop clock signal prior to an out-of-bounds violation.

INJURED PLAYER:

Seriously or apparently seriously injured player: stop play immediately if her team is in possession, in your opinion she needs immediate attention/care, she is in the lane area, or if her opponents are not attacking the basket. If the other team has a scoring play on, let it go unless the location of the injured player also causes a safety risk to others if play continues. When the try for a goal has ended, blow the whistle. If the ball goes in the basket, score it and give the ball to the defense. If the shot is missed, resume play with the team that gained possession off the missed shot. As soon as the other team stops attacking the basket (pulls the ball out), blow the whistle and attend to the injured player. If the injury is in the back-court, the trail should stay with the injured player.

- If the injured player is ready to play immediately and needs no help from the bench, she may continue to play and no time out is charged.
- If she is not ready to play immediately or needs help from the bench and is substituted for, no time out is charged.
- If the coach wants to keep the player in the game, the situation must be remedied within the granted timeout period.

Stop play immediately for a player who is bleeding or loses her glasses or a contact lens. Allow 20-seconds to remedy the situation before instructing the player to leave the game.

DISQUALIFIED PLAYER:

Calling official:

- 1) Report foul to table. Table will tell you that was the player's 5th foul
- 2) Inform head coach the player has five fouls.
- 3) Inform the player that she has five fouls.
- 4) Instruct table to sound the first horn and to count down 15 seconds to replace the disqualified player
- 5) Inform his/her partner that the player's has five fouls.

When the substitute reports, she must enter the game immediately. If the coach does not have a substitute ready to report, as per #4 above, the calling official will tell the clock operator to sound the first horn immediately and to start timing 15 seconds. At the end of 15 seconds, the horn should sound again and the substitute must enter the game.

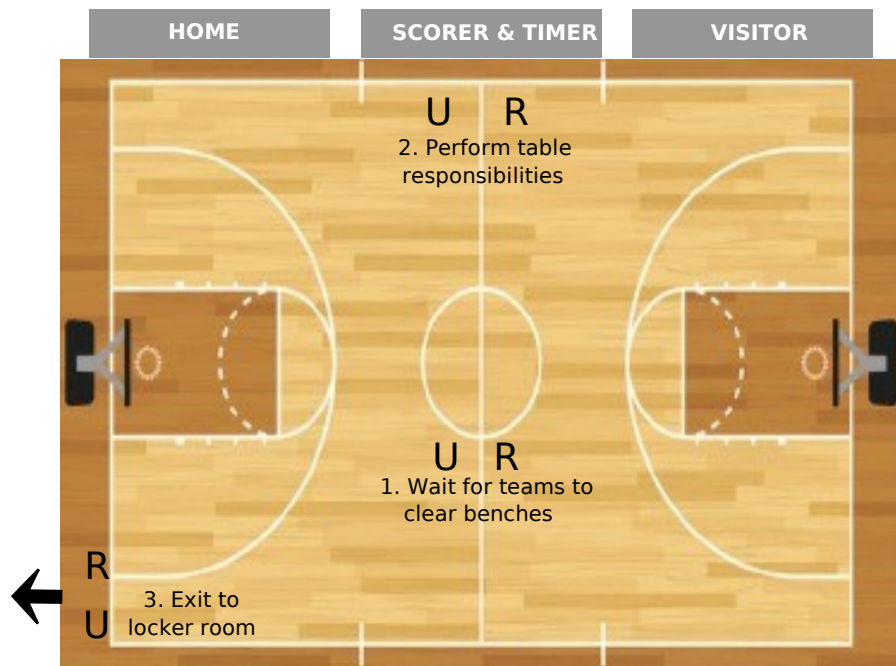
A delay of game direct technical foul shall be assessed to the head coach if the player has not been replaced after 15 seconds.

Note: The calling official always has the option to go opposite the table and have his/her partner administer the substitution if he/she feels an adversarial situation has or could occur. Discuss this thoroughly in your pre-game conference.

END OF FIRST HALF (HALFTIME):

Officials will retrieve the ball and meet at the center circle and wait for the teams to leave the court. The officials will then proceed to the scorer's table, leave the ball, and the R will assume responsibility for the following:

1. Change the possession arrow.
2. Make sure the official scorebook is correct, both books match and that the official book remains at the table during halftime intermission.
3. Arrange with the timer to notify the officials when there are 4 minutes remaining in halftime, or when players return to the court, whichever occurs first.
4. Arrange with the timer to remind both teams when there are 3 minutes remaining in halftime.
5. Have timer set the clock for 10-minutes and start the halftime intermission.



The officials will leave the court together. They will always be aware of the time remaining on the halftime clock when they leave the floor. The fact that the officials may not be notified by the timer or game management of the time remaining is not a valid reason for returning to the floor late.

START OF SECOND HALF:

The officials will arrive on the court with 3 minutes left on the halftime clock. The R will ensure that the timer has notified both teams that there are 3-minutes left. Assume the same responsibilities as pre-game. With 1-minute remaining, the U will retrieve the ball from the scorer's table and bounce it to the R opposite the table to administer the throw-in at the division line. The U will remain at the division line until the teams break their huddles.

The R will:

- a. Make sure the ball is awarded to the proper team.
- b. Indicate to the thrower-in that the throw-in is from a designated spot.
- c. Ensure there are 5 players on each team. Shared responsibility with the U
- d. Establish eye contact from the U and that the U and the table are ready.
- e. Blow the whistle.
- f. Bounce the ball to the thrower-in to start the second half.
- g. Glance at the table after the throw-in to ensure that the possession arrow was changed. Both officials need to glance at both the game & shot clock to make sure they were properly started.
- h. If a team is not ready to play by the final horn, put 1 minute on the clock and run it down. At the end of 1 minute, if the team is not ready to play, a technical foul shall be issued.

OVERTIME:

The R will instruct the scorers, timers and coaches of the following overtime procedures:

- a. There will be a 1-minute intermission before the start of the overtime period.
- b. Each team will be entitled to 1 additional 30-second time out, which may not be used until after the ball has become alive.
- c. The length of the overtime period will be 4 minutes without teams changing baskets.
- d. Team fouls from the 4th and each OT period carry over and do not get reset to zero.
- e. Officials will assume the same positions they did to start the game.
- f. The R or his/her designee will start every overtime period with a jump ball at the center circle after which the officials will make sure that the possession arrow is set and that the game clock and shot clock have properly started.

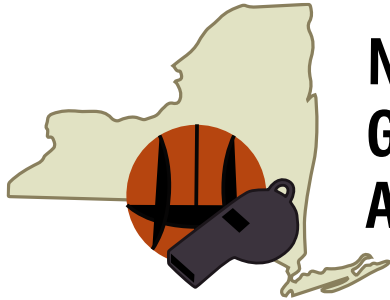
END OF GAME:

During the pre-game instruction, the R should pre-arrange a signal with the scorer by which they will confirm that the final score is correct and the R will approve the score. After the horn to end the game has sounded, the R will visually check with the scorer and approve the final score. **DO NOT** go to the table to verify score. When both officials leave the playing court at the end of the game, the officials' jurisdiction ends and the final score is approved. Do not leave personal items at the table. When the final horn sounds, hustle off the court. Do not retrieve the ball, do not shake hands and do not discuss any part of the game until you are in the privacy of your locker room.

Officials shall assemble on the court nearest the exit to the officials' dressing room and leave the court together. Officials should neither seek nor avoid coaches, nor permit them to enter their dressing room. They should refrain from any discussion regarding their judgments during the game and should issue no statements to the media. Once the officials are alone, they should have a post-game talk during which they should discuss any controversial calls, unusual situations, any mechanics problems, or any rules questions.

ALWAYS KEEP IN MIND:

- Don't start the game with a poor toss
- Don't blow a weak whistle
- Don't stand around; move to improve
- Don't start a throw-in before your partner is ready
- Don't call travel or high dribble because it looks bad – see the whole play
- Don't call a quick jump ball to avoid trouble
- Don't pass on block/charge
- Don't call things differently later in the game
- Don't be a tempo changer
- Don't make reporting mistakes
- Don't delay signal on shot at buzzer
- Don't threaten or give ultimatums
- Don't yell at players or coaches
- Don't stick "t" signal in coaches face
- Don't put the ball in play if one team has 6-players on the court
- Have the guts, professionalism and self respect to call a "T" when warranted. Don't pretend you didn't see/hear it. A good "T" can and will make the game better and our lives easier



**New York State
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Association, Inc**

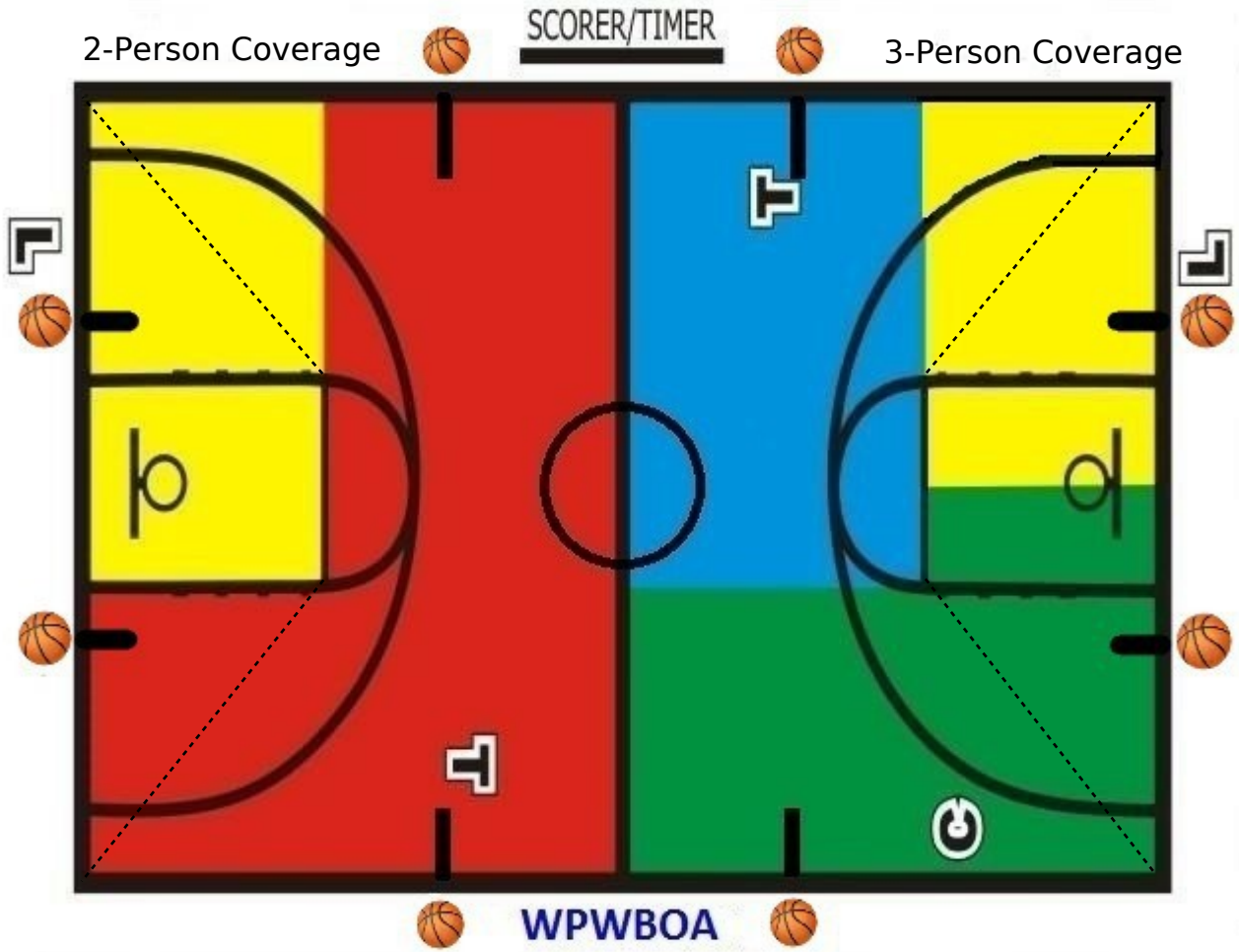
Courtesy of the
Westchester Putnam Women's Basketball Officials Association



Mechanics Manual: 2-Person Crew

APPENDIX

PRE-GAME CARD COURT DIAGRAM:



PRE-GAME CONFERENCE CARD:

PRE-GAME

<p>1. Pre-Game Items/Teams/Table/Uniforms</p> <ul style="list-style-type: none"> R-Visitors, U-Home team, pre-game positioning New rules, points of emphasis, special event night... Identify game management personnel Table instructions <ul style="list-style-type: none"> Timer/Shot Clock Operator <ul style="list-style-type: none"> Time Outs, Team Fouls, Subs Half time: Inform teams/refs at 3-minute mark Captain's meeting – keep it short/simple Sportsmanship (DO NOT make player read the card) Play the whistle, subs wait at table 2 horns on a TO: warning & be ready to play horn <p>2. New & Latest Rules Review</p> <ul style="list-style-type: none"> Admin tech's are 2 shots. Resume play at POI. Exception: excessive time out ball goes to offended team. A replaced player may reenter the game at the next opportunity to sub when the opponents commit a foul or violation before the game clock has properly started During multiple FT's for personal fouls, a sub may enter before the 1st attempt or after the final attempt if successful Player/Sub/Bench T is 2 shots + possession to the offended team at division line opposite table Location of throw-in spot after defensive kicked/fisted ball or foul in offensive front court: 28' line on side or 3' from intersection of lane line & end line :15 seconds to replace DQ'd player. :20 seconds for injury/blood/lost contact lens <p>3. Court Coverage: Areas/Lines of Responsibility</p> <p>4. Timeouts</p> <ul style="list-style-type: none"> 4 full (60 second), two :30 second timeouts OT: 1 additional 30 second timeout, all carry over <p>5. Freedom of Movement/Setting Game Tempo</p> <ul style="list-style-type: none"> Hand checking, arm bar, multiple touches, two hands RSBQ – Rhythm, Speed, Balance, Quickness Post Play, chucking cutters, illegal screens, off ball coverage <p>6. Game Management</p> <ul style="list-style-type: none"> Review dead ball management Stay with the play after foul or violation Communicate with your partner (verbally and/or visually) Be aware of team fouls and time outs 	<p>7. Double Whistles</p> <ul style="list-style-type: none"> Typically belongs to primary. Come together as needed <p>8. Patient Whistle</p> <ul style="list-style-type: none"> Don't guess: don't anticipate a foul or a violation Get it right, call the obvious, avoid inadvertent whistles Don't bail out the offensive player – vertically Incidental contact vs. illegal contact Blocked shots/Rebounding situations, "on" the back <p>9. Coaches/Bench Decorum</p> <ul style="list-style-type: none"> Acknowledge questions, not statements Be a responder, not an initiator (acknowledge/warm/penalize) OFFICIALS MUST DEAL WITH the behavior of out-of-control coaches and TAKE CARE OF BUSINESS. <ul style="list-style-type: none"> AUTOMATIC Technical Foul for: <ul style="list-style-type: none"> Cursing Being on the court to yell at any official Anything personal or disrespectful Throwing/slamming clip/game board, Tantrums and disrespectful gestures Coaches box and permissible time out location Only head coach can talk to you/react to calls All other bench personnel have a "Non-Speaking" role <p>10. Travelling/Tripping/Palming/Jump Stops</p> <ul style="list-style-type: none"> Find pivot foot and watch for the hop after the catch of a pass <p>11. Option to Advance</p> <ul style="list-style-type: none"> Final :59.9 of 4th quarter and any overtime Process/reporting procedure & location to inbound ball <p>12. Bonus Situation</p> <ul style="list-style-type: none"> 2 shots on the 5th foul Team fouls reset after the 1st, 2nd, 3rd quarter Team fouls carry over from 4th quarter into OT. <p>13. 10-Second rule</p> <ul style="list-style-type: none"> 10-second count resets for everything <u>except</u> H.O.T.I. Held ball and possession arrow is with the offense Out of bounds off the defense Time out by the offense Technical foul (<u>Admin only, except excessive time out</u>) on the offense 	<p>14. Clock Management</p> <ul style="list-style-type: none"> Know status of game & shot clock and 10-second count <p>15. End of Quarter/Half/Game</p> <ul style="list-style-type: none"> < 2 minutes remaining: get together on all TO's Trail has last second shot Be aware of inbound location after a time out <p>16. Discuss</p> <ul style="list-style-type: none"> Opening jump ball situation, clock malfunctions Eye contact, Do not ball watch Potential problems, rivalries/tensions, key players Verbally & visually confirm # of free throws Next foul bonus & Possession Arrow Warnings to coaches/players/team/bench Direct & indirect T's, Unsportsmanlike & DQ fouls, hard fouls, fights, player/bench ramifications Free throw & press/ fast break coverage Help areas – out of bounds, 3-point shots Stay with shooter, pass crash, who has the subs Blood rule, correctible errors, DQ player Be approachable to players and head coach 3 C's: Concentration, Communication, Consistency <p>3-PERSON CREW</p> <p>1. Pre-game duties/teams/table/uniforms</p> <ul style="list-style-type: none"> U1 home team, R half court, U2 visitors <p>2. Lead</p> <ul style="list-style-type: none"> Look for competitive match-ups Initiate rotations, no excuse not to rotate Wide angle/close down positions, stay in primary <p>3. Center</p> <ul style="list-style-type: none"> Look for competitive match-ups, help with press Initiate rotation during half-court trap Referee the play all the way to the basket Watch off the ball, be active, don't be a second trail Referee strong when play goes away from you C has last second shot and chops in time on FT <p>4. Trail</p> <ul style="list-style-type: none"> Look for competitive match-ups, ref where L can't Stay with shooter in your area Rebounding coverage
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