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# PREPARATION FOR OFFICIATING

**The first step for an official** who desires to work high school games is to become registered with his/her own state high school association. No interschool game should be scheduled until this has been done. Registering assures that the official will receive all needed supplies and full information as to interpretations and policies in the given state.

**Complete knowledge of the rules** is essential. There is no substitute for rules study. The rules should be reviewed well before the opening of the season, and this study should be continued up to the final game. Knowing all phases of the rules at the end of the season is no guarantee that it will carry over to the next season. Discussion of situations in small groups is effective. Writing the comprehensive tests in the material provided by each state association is excellent training in analysis and in the building of confidence. Even the most complicated situations can be separated into basic rule statements to eliminate argument and doubt.

**Good officiating mechanics and techniques** will be promoted by frequent study of this officials manual. Knowing and maintaining correct positions on the court is important in administering the rules.

**Rules interpretation meetings** and officials' clinics sponsored by a state association or by local officials' groups should be attended regularly. Much can also be gained from informal meetings of small groups of officials living in a given area. Rulings for controversial situations which may arise should be requested from the state association office. They will either have the proper interpretation or they will secure it promptly.

**A beginning official** must gain officiating experience. For this purpose, the official should not hesitate to accept intramural level games or recreation league games without too much concern about the fee.

**Apprenticeship** is usually accomplished by working with some older and/or more experienced officials. Most experienced officials are interested in helping promote growth in the number of good officials. They know that the best will rise to the top and that the task of the competent official is made easier when all games are efficiently administered. There are never too many topnotch officials. As far as officiating is concerned, the economic law "bad money drives out good," works in reverse and a sufficient number of good officials drive out the poor ones.

**An official strives to advance.** Either the official improves and advances or he/she goes backward. If the state association has a promotion plan, efforts should be made to move constantly toward the highest rating.

**The general conduct and character** of an official should be such as to inspire respect and admiration among those with whom he/she comes in contact. Officials should not comment or make predictions relative to games or have improper associations at the game site, a hotel or elsewhere in connection with a game or tournament. Never discuss the play or players of an opponent with any coach.

**An officiating schedule** is to an official as patients are to a physician. Much like a doctor, an official does not "drum up" business. Under no conditions should an official ever "solicit" games. However, unless the state association's policies are to the contrary, a beginning official or one new in a community might properly send to coaches, athletic directors or league offices a postal card or form letter stating in brief the official's name, address, telephone number, experience and qualifications. Trading games with coaches or athletic directors, "begging for games," or offering to take games at a lower fee are all beneath the dignity of the officiating profession. Working up a schedule is one of those situations where the "job seeks the individual."

**Reports** to the state association office should be made promptly. If rating reports are used, send them. If there is any irregularity or unsportsmanlike act in connection with the game, your testimony is needed by those who are responsible for maintaining athletic competition as a respected part of a good school program. Deviation from the time schedule, in proper policing of the court, in sanitation or in treatment of guests are evidence of poor administration. Remedial action is possible only when the proper authorities have all the necessary information.

## GENERAL PRINCIPLES

**Cooperation:** Each official must give full cooperation to coworkers and to the assistant officials. Neither official is limited to calling fouls or violations in their own area of the court. Each official should call fouls wherever they occur and be prepared to help the other official at all times.

**Signals** as outlined in this manual and the rules book are to be used exclusively. Signaling is an essential aspect of officiating and, through its use, decisions and information are relayed to players, coaches and spectators. These official signals are dignified, informative and meaningful. Poorly executed and unorthodox signals only tend to confuse. The manner in which a signal is given determines, to some degree, its acceptance by those associated with the game. Precisely executed clear signals establish the understanding that the officials are in complete charge with the game properly under their control.

**Personality:** The same personality attributes which go to make up a successful supervisor or director are applicable to officiating. Conscientious attention to detail, alertness, firmness and quick reactions are items which must be cultivated. An apologetic attitude while making decisions creates lack of confidence.

**Physical Condition:** Basketball requires a well-conditioned body and an alert mind. A physical examination should be taken at the start of each season and after any illness which might occur during a season. Unless an official is in good physical condition, reaction time and the ability to concentrate in making decisions will be less than satisfactory. If glasses are necessary, contact lenses shall be worn.

**Uniform** shall be clean and well kept. Wear state association patch, or emblem as specified.

- a. **Belt** - If worn, it shall be black
- b. **Jacket** - Navy blue or black, all crew the same, if worn, recommended for wear prior to game and at halftime
- c. **Shirt** - Standard black/white vertically striped:
  - 1. Short sleeves (approximately 8 inches in length) with black cuffs)
  - 2. Black Byron collar or "V" neck (Note: If "V" neck is worn, an undershirt should not be visible)
  - 3. Worn inside trousers
  - 4. Entire crew shall wear same design and style
- d. **Shoes** - Entirely black with black laces
- e. **Socks** - Black
- f. **Trousers** - Black, with no flares
- g. **Whistle** - Black lanyard - black plastic



**Players' welfare:** Officials should be alert constantly to the possibility of player injury. Injured players should be attended to as outlined in the rules. In all situations, the welfare of an injured player has the highest priority.

**Proper court coverage** requires a good system of mechanics to ensure the officials will be at the proper place on the court at all times. The movements must be such that the official is constantly in position to observe any action which falls under his/her jurisdiction. An official not in the proper position on the court has committed the "unpardonable sin" of officiating. The official must be proficient in good officiating mechanics.

## PROCEDURES FOR TWO OFFICIALS

**Arrive at the game site** well in advance of the scheduled starting time. Report to the proper athletic administrator. Tardiness, without cause, is inexcusable. Early arrival permits you to dress leisurely and to relax after the trip.

**The pregame conference** is a must. The meeting affords an opportunity for the officials to develop confidence in each other. Having a pregame conference does not guarantee a well-officiated game, but it does go a long way toward insuring a smooth running game. The referee is responsible for arranging and conducting the meeting in the privacy of the dressing room prior to the game. The umpire is encouraged to participate and contribute. Special topics can be covered as desired, however, the following items should be carefully reviewed-

### A. General Items:

1. If possible, timers and scorers should meet with officials during pregame conference to review responsibilities
2. Check correct time, starting time
3. Check whistles, carry spare, check shoes, uniform
4. Any special ground rules, unusual plays, new rules, etc.
5. Use of authorized signals only
6. Determining unconscious player
7. Review injury/bleeding player rules
8. Decide who will be referee, unless predetermined
9. Emphasis on sportsmanship

### B. Referee's Duties During the Game:

1. Toss the ball in the center restraining circle for all jump-ball situations.
2. Administer the alternating-possession throw-in to start the second, third and fourth quarters.
3. Decide whether a goal shall count if the officials disagree.
4. May declare the game a forfeit when conditions warrant.
5. Decide matters upon which the timers and scorers disagree.
6. Confer with the scorer at halftime to determine the possession arrow is pointed in the proper direction to begin play in the third quarter.
7. Check and approve the score at the end of each half. His/her approval of the score at the end of the game terminates the jurisdiction of the officials. The jurisdiction of the officials is terminated and the final score has been approved when the officials leave the visual confines of the playing area.
8. Shall make decisions on any points not specifically covered in the rules.

**C. Pregame Floor Duties:**

- |   |                              |
|---|------------------------------|
| 1. Referee, U                                   | 5. Count players             |
| 2. No warm-up on court                          | 6. Dunking, grasping         |
| 3. Court and boards                             | 7. Player uniform, equipment |
| 4. Reaction of ball, 49-54 inches - 6-foot drop | 8. Jersey color              |
|   | 9. Leaving court             |

**D. Table Duties:**

- |                                     |  |
|-------------------------------------|--|
| 1. Scorer - bookkeeping error       | 5. Alternating possession              |
| 2. Timer - errors                   | 6. Three-point goal                    |
| 3. 1 & 1 on 7th, Bonus, two on 10th | 7. Reporting of subs - hold for beckon |
| 4. Official warnings - record       |  |

**E. Jump Ball:**

- |                 |                            |
|-----------------|----------------------------|
| 1. Position     | 4. Control to set arrow    |
| 2. Mechanics    | 5. Verify possession arrow |
| 3. Toss, Retoss | 6. Violation on throw-in   |

**F. Court Coverage:**

- |                     |   |
|---------------------|---|
| 1. Lead - Trail     | 5. Delay or spread                                |
| 2. Off ball         | 6. Switching on fouls, circle players             |
| 3. Deep corners     | 7. Post area, Lead - waist up; Trail – waist down |
| 4. Full-court press |   |

**G. Foul Call:**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. Freezing, free official      | 5. Request for time-out              |
| 2. Double whistle - eye contact | 6. Double personal - no free throws  |
| 3. Identifying free thrower     | 7. Double technical - no free throws |
| 4. Reporting mechanics          | 8. Alternating possession            |

**H. Free-throw Administration:**

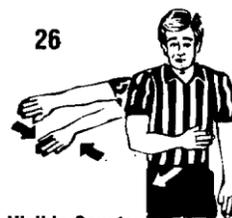
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|--------------------|------------------------------------|
| 1. Lead - Trail    | 4. Signal before, during           |
| 2. Single throws   | 5. Same on intentional or flagrant |
| 3. Multiple throws |                                    |

**I. Throw-ins:**

- |                          |                          |
|--------------------------|--------------------------|
| 1. Eye contact           | 4. Position of players   |
| 2. Check for substitutes | 5. Line responsibilities |
| 3. Plays from throw-in   |                          |

**J. Timing Counts:**

1. Three seconds - in lane - (no visible count)
2. Five seconds - throw-in and closely-guarded
3. Ten seconds - backcourt, free thrower
4. Thirty seconds - replace injured/disqualified player
5. One minute - time-out, quarter, intermission
6. Three minutes - notify teams
7. Ten minutes - rosters - starters, halftime
8. Fifteen minutes officials on floor



Visible Counts

**K. Time-outs:**

- |                            |                            |
|----------------------------|----------------------------|
| 1. When to grant           | 4. Positions               |
| 2. Full-length, 30 seconds | 5. Direction - run or spot |
| 3. Thirty-second signal    | 6. Resuming-play procedure |

- L. Substitutions:**
1. Regular/free throw situations
  2. Injury/bleeding
  3. Unconscious player
  4. Ejection
  5. Regular disqualification
  6. Beckoning responsibility
- M. Block/Charge:**
1. With, without ball
  2. Time - distance - airborne
  3. Facing requirement
  4. Feet on floor - initially
  5. Contact on defender's torso
  6. Referee the defense - incidental-contact
- N. Rebounding:**
1. Displacing opponent
  2. Extending shoulders, hips, etc.
  3. Rough play
  4. Incidental contact
- O. Verticality:**
1. Defender jumping vertically
  2. Offensive player "clearing out"
  3. Incidental contact
- P. Screening.**
1. Stationary - except moving screen
  2. Position - within visual field
  3. Position - outside visual field
  4. Opponent - Incidental contact
  5. Extending elbows, hips
- O. Basket Interference:**
1. Any live ball, need not be a try
  2. On ring, in basket
  3. Touch ball in cylinder
- R. Goaltending:**
1. Must be try or tap in downward flight
  2. Above ring - outside cylinder
  3. Team A - no score; Team B - score
  4. Also technical foul on free throw
- S. Closely-guarded:**
1. Guarding position - distance 6'
  2. Backcourt - no count
  3. Separate counts - holding, dribbling, holding
- T. Fighting**
1. Identify offenders
  2. Disqualification/penalties
  3. Bench personnel leaving bench area
- U. Conduct/Behavior**
1. Taunting and baiting
  2. Profanity
  3. Sportsmanship
  4. Squad members seated
- V. Correctable Error:**
1. Clock stopped, dead ball - recognize during first dead ball after clock starts
  2. Clock running, dead ball - recognize before second live ball
  3. Resumption procedures

**W. Last-second Shot:**

1. Two officials - L-fouls, T-flight
2. Steal/breakaway –L has all
3. Cant' decide – count foul and/or goal
4. Approval of score
5. Leaving – visual confines of playing area

**X. Overtime:**

1. Jump
2. Control for arrow
3. Additional time-outs/carry over
4. Inform table/teams

**Y. Bench Decorum:**

1. Seated or box
2. Official/coach relationship

**Z. Tempo of Game:**

1. Keep it clean
2. Hand checking
3. Post play. rebounding
4. Roughness. intimidation

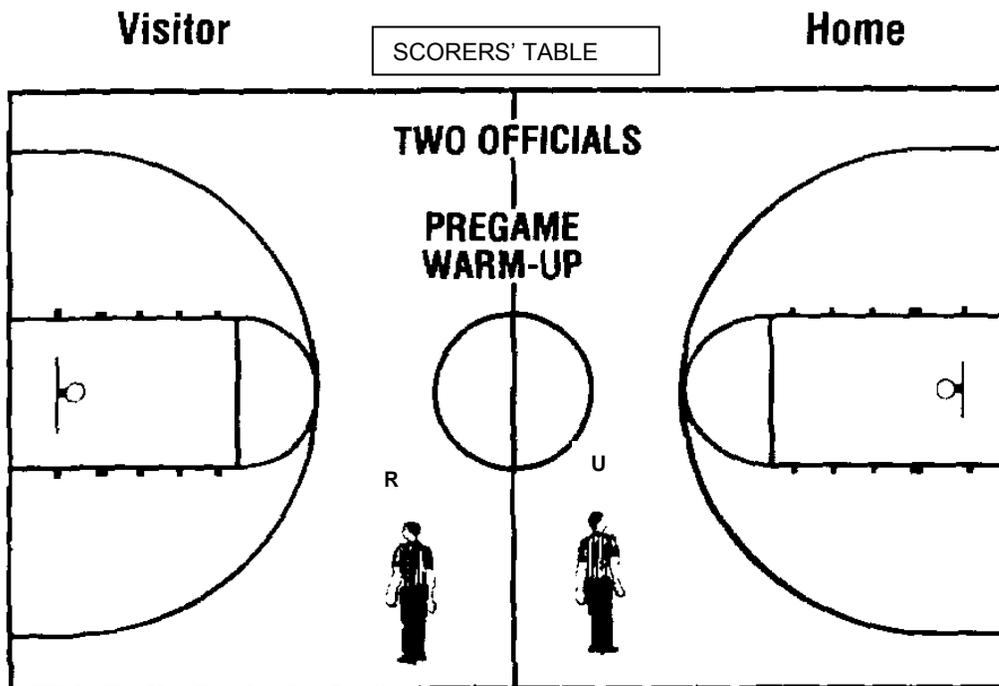
**Enter the court together** at least 15 minutes before game time at which time the officials' jurisdiction begins. Go directly to the designated positions:

- a. **For a crew of two officials** - The officials shall position themselves on the side of the court opposite the table, each approximately 28 feet from the nearest end line to supervise the pregame warm-up. (R - visitor, U - home)
- b. **Avoid unnecessary visiting** with spectators. coaches, etc., following introductions.

**If both teams leave the court** and the officials desire to leave the court, they shall return prior to the teams returning and position themselves in the same location as before.

## The Referee - Pregame Duties:

- a. Confer with scorers and timers 12 minutes before game time regarding their responsibilities. Recommend they be seated next to each other if they are not.
- b. Review signals to be used in conveying information to and from the table.
- c. Authorize the scorer to note and prevent any attempted illegal substitution.
- d. Designate the official timepiece and its operator, the official scorebook and official scorer.
- e. Check game clock and other timing apparatus.
- f. Check device to indicate substitutions and end of a period.
- g. Inspect baskets, boundaries, placement of crowd and extraneous apparatus to see if special ground rules are necessary. Be sure the basket net is loose enough to permit the ball to go through.
- h. Complete these duties as quickly as possible.
- i. Visually count the number of players on the visiting team and secure similar information from the umpire regarding the home team and verify with scorebook .



## The Umpire - Pregame Duties:

### U is responsible for the following duties with the home team:

- a. Check uniforms and numbers and other apparel for legality, including undershirts and undergarments which extend below the pants.
- b. Report to the Referee if any squad member is wearing jewelry, an elbow, hand, finger, wrist or arm guard, cast or brace made of hard and unyielding leather, plaster, metal or any other hard substance, even though covered with a soft padding.
- c. Report to the Referee if any squad member is wearing illegal headwear or secure authorization from coach, if state association has approved.
- d. Determine whether ball runners are available to retrieve the ball at each end if the court has wide out-of-bounds areas or is on a raised stage or similar platform.
- e. Visually count the number of players on home team and report to the Referee.

**Pre-game Conference** - Introductions, any special ground rules, and any unusual conditions should be communicated by the referee to the head coaches and captains during the pre-game conference at an appropriate time.

**Good officials avoid** any attempt to explain rule interpretations to players or any warning about calling certain infractions. It is assumed that the captains and their team know the rules and that the officials will administer the game in accordance with these rules.

## END OF FIRST HALF

**Certain procedures must be carried out** by the officials even though there is no playing action.

- a. Officials should assemble at the center restraining circle and remain until both teams and coaches have exited the area and then proceed to the scorers' table together.
- b. Referee should check with scorers and settle any problems with fouls, the score, etc.
- c. Referee confers with scorer to determine which team will have the possession arrow to start the second half and have the arrow pointed in the proper direction.
- d. Referee should arrange with the timer to have the teams and the officials notified at least three minutes before time to start the second half.
- e. Referee shall take the ball to the table.
- f. Officials should leave the court together and go to the dressing room.
- g. Return to the court approximately three minutes before the intermission ends.
- h. Check floor conditions.
- i. Officials assume the same positions as in pregame to observe the warmups.
- j. Umpire check with scorers for proper substitutions.
- k. Umpire inform the coaches as to which team will have possession for the throw-in to start the third quarter.
- l. Umpire secure and relay the ball to the Referee who is at the division line opposite the table.

## END OF SECOND HALF

### **Prior to approval of score:**

- a. During a time-out, the referee should check at the table that everything is in order, no scoring, timing or other problem exists.
- b. Be sure timer watches for clock start signal and has a good view of administering official before ball is put in play.
- c. Good communication.
- d. Make sure clock starts.
- e. Remember "lag time" principles.
- f. If error or mistake occurs, do not leave.
- g. Officials' jurisdiction ends when officials leave the visual confines of the playing area.

### **After approval of score:**

- h. Handle game ball situation as end of first half if it is readily available.
- i. Officials should assemble and leave the court together.
- j. Officials should neither avoid nor seek to contact coaches.
- k. No public statement concerning the game should be made to the press, radio or TV.
- l. Report any irregularity or flagrant situation to the state association office as soon as possible.

## EXTRA PERIODS

**If a foul occurs** before the ball becomes dead to end the fourth quarter, the quarter is extended to include the free throw(s) and any infraction which might occur during such throw(s). If the ball becomes dead to end the fourth quarter free from any foul, and if a foul such as a technical foul for unsportsmanlike conduct should then occur, the free throws are considered a part of the fourth quarter, but are not attempted, unless the points would affect the outcome of the game. However, if the score is tied, the penalty for the technical foul is administered to start the extra period.

**Before each extra period**, the Referee should instruct the timers, scorers and captains about the correct procedure. Each extra period is 4 minutes in length and each team is given one additional full-length time-out for each extra period. Teams shall remain in the bench area during the one-minute intermission. The Referee will toss the ball for the jump.

## UNUSUAL SITUATIONS OR CONFERENCES

**If conditions warrant a conference**, both coaches should be involved in the discussion. Both coaches should also be present for any discussion involving correctable errors and mistakes in timing, scoring or alternating possession. An official's count is definite information in correcting a timing mistake.

**If a fight occurs**, officials shall determine which player(s) will be disqualified as well as identifying bench personnel who leave the confines of the bench during a fight as they will also be disqualified. In **Louisiana**, where the coaching box is used, inform the head coach that he/she has lost the privilege of the coaching box because of an indirect technical foul. Video or replay information shall not be used by the officials to identify offenders.

## SUBSTITUTIONS

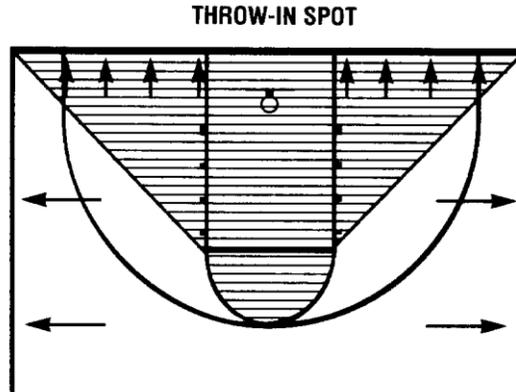
**Before putting the ball in play** the official with the ball should glance at the table to see if any substitute has reported and is ready to enter. If the substitute is ready, beckon the substitute to enter. Officials shall count the players prior to putting the ball in play.

**If the scorer's horn or game horn sounds** for a substitution too near the time the ball is to become live, or after the warning signal has been given, ignore the horn until the next dead ball. **If** the substitute enters with the intention of replacing a designated jumper or free thrower, send the substitute to the table to wait for the next dead ball. If you erroneously permit a substitute to replace a designated jumper or free thrower, no correction can be made after the ball becomes live, unless the correctable error rule is involved.

**Reminders:** A substitute is expected to enter promptly when beckoned. Failure to do so is a technical foul. A withdrawn player may not re-enter before the next opportunity to substitute after the clock has started following his/her replacement. The calling official will notify the coach and then the player on a disqualification. The player is officially disqualified when the coach is notified and becomes bench personnel. An injured or disqualified player or a player directed to leave the game, must be replaced in 30 seconds. It is a direct technical foul against a coach who fails to replace an injured or disqualified player in 30 seconds when a substitute is available

## THROW-IN SPOT

The **throw-in spot** is the nearest spot out of bounds from where the violation or foul occurred. If no free throws are attempted or a throw-in follows a personal foul, the diagram is used to determine whether a spot on the end line or sideline is to be designated.



## Court Coverage - Two Officials

### BASIC PRINCIPLES

**Proper officiating mechanics are essential** in attaining the very best court coverage. Many officials who know the rules well may fail to be accepted chiefly because their mechanics are poor. When two officials use proper mechanics, it is almost impossible for a play to occur without one of them being in a good position to see all of the play clearly. Good mechanics for play coverage must be mastered if the officials are to be successful.

**The jump ball, throw-ins and free-throw administration** dictates the officiating positions.

**The Lead official normally is ahead of the ball** on all plays. The Trail official is behind the ball on all plays.

**Each official covers the sideline and the end line nearest** to him or her. Ordinarily, each official remains at all times in the area for which he/she is responsible. If possible, the Lead official should work from 4 to 6 feet off the end line.

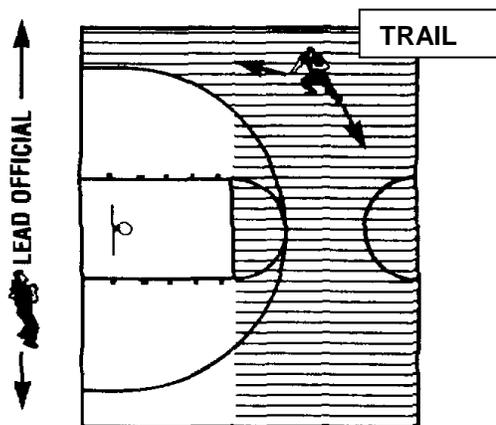
**Both officials are responsible for the administration** of the five-second count when a closely guarded player in the frontcourt holds or dribbles the ball in his/her primary area. Both officials are responsible for calling the three-second lane violation, although the Lead official has primary responsibility. A visible count must be used on all time-limit situations, except for the free-throw lane three-second situation.

**The Lead official is primarily responsible for play under the basket.** In moving down the court, the Lead official should look over the inside shoulder and never turn his/her back on the play. The Lead official shall also take a position to assist the Trail official when a pressing defense is being used. The officials should rarely be directly opposite each other as they move up and down the court. The lead official should be prepared to provide ball-side assistance. When play is spread, a wider position (nearer arc) is preferred.

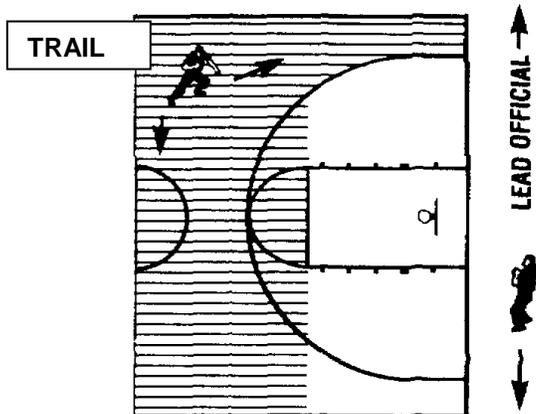
**The Trail official has the responsibility of covering** the backcourt and the outer part of the frontcourt. The trail should be prepared to work a wide arc dictated by ball movement. The Trail official also observes the flight of the ball on a try and calls backcourt and division-line violations. On a try or tap, the Trail official shall take at least one step toward the near end line to be in position to observe goaltending, basket interference and rebounding after the try. He/she also is responsible for giving the official signal for a three-point try, successful three-point goal, basket interference and goaltending whether allowed or disallowed. The Trail official is normally responsible for giving the five-second count when a player who is closely guarded is holding or dribbling in the frontcourt. The official who begins the five-second closely-guarded count stays with the count until it ends, a violation occurs or a foul occurs. Switch hands when going directly from one count to another.

### PRIMARY COVERAGE AREAS

LEAD shall work 4'-6' off baseline where possible and be on the same side of the lane as the ball & post players (strong side)

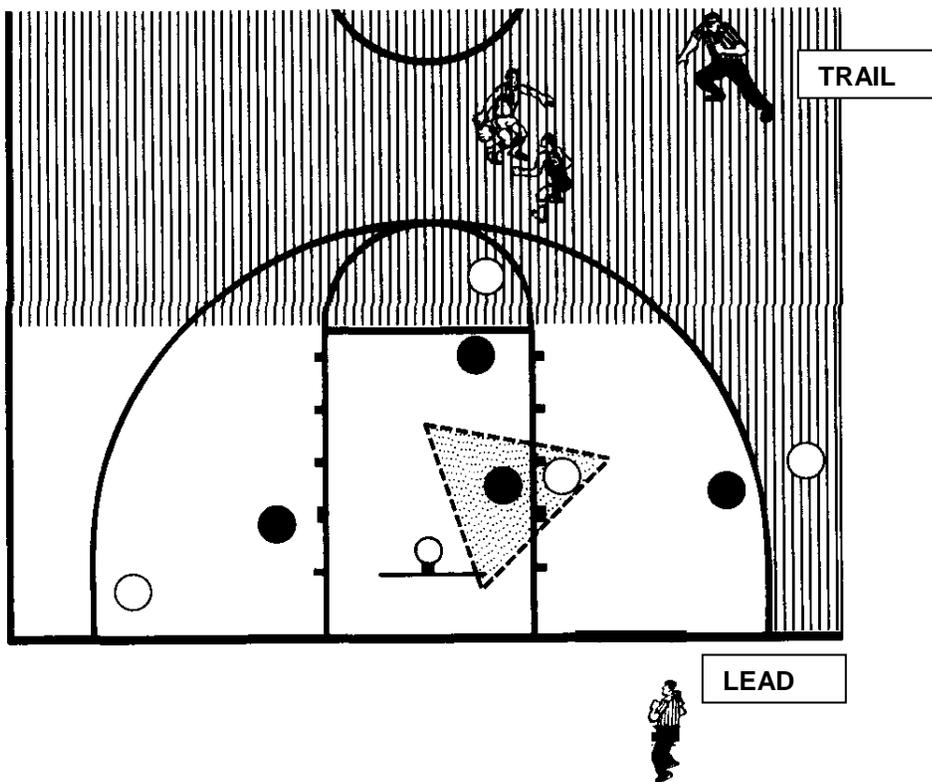


TRAIL will work from the top of the circle to the sideline which he/she is responsible.

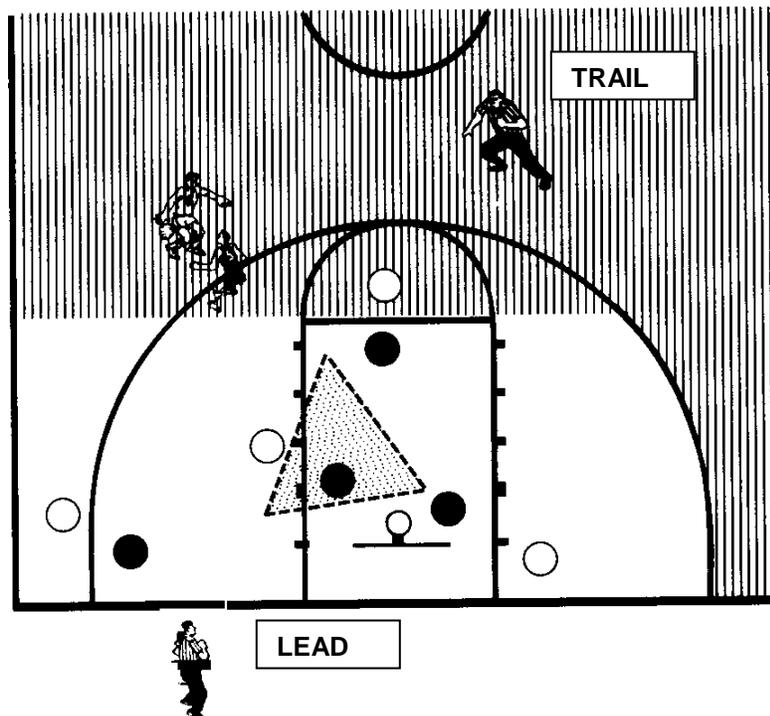


The frontcourt is divided into two areas of primary responsibility. The Lead official has primary responsibility for all action in the unshaded area. The Trail official has primary responsibility for all action in the shaded area. A narrow band of transition area exists where the two primary areas meet, and one official's primary responsibility ends while it begins for the other. Even though both officials have primary areas of responsibility, each shall call any infraction which is detected. The jump ball, throw-ins and free throws dictate officiating positions.

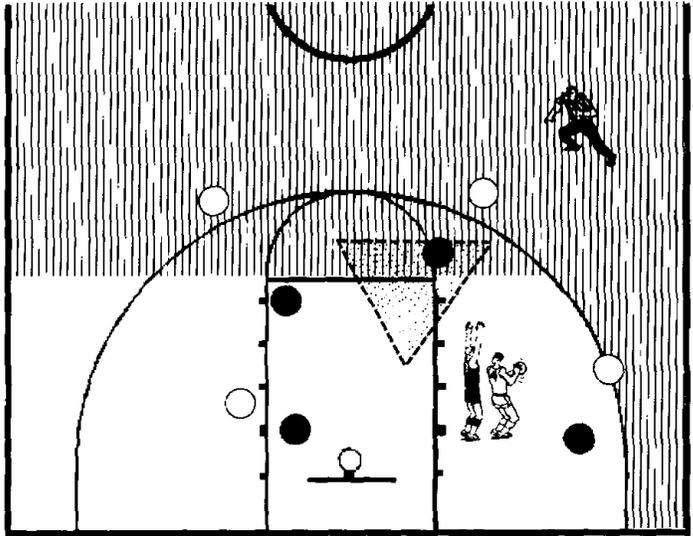
## COVERAGE OFF THE BALL



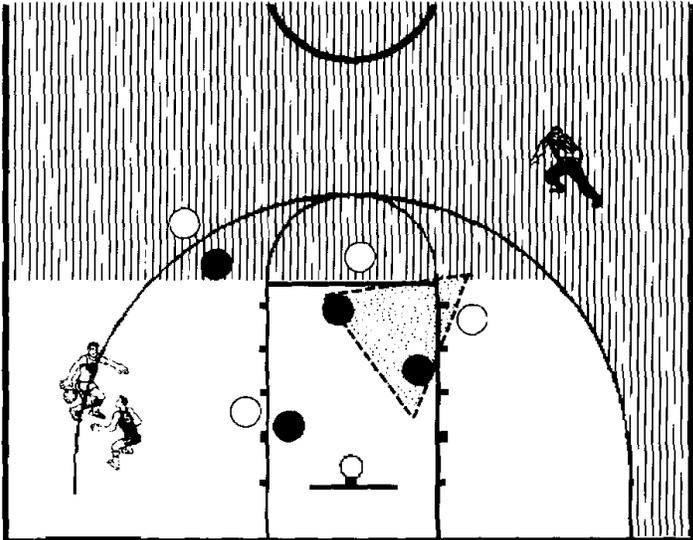
The Lead official is looking through the triangle to concentrate on action away from the ball. The triangle moves as the action moves. Lead should work to obtain a 45° angle between players.



The trail official must work hard to cover a three-point try from this area. The Lead official is well off the end line and focuses on the area off the ball.

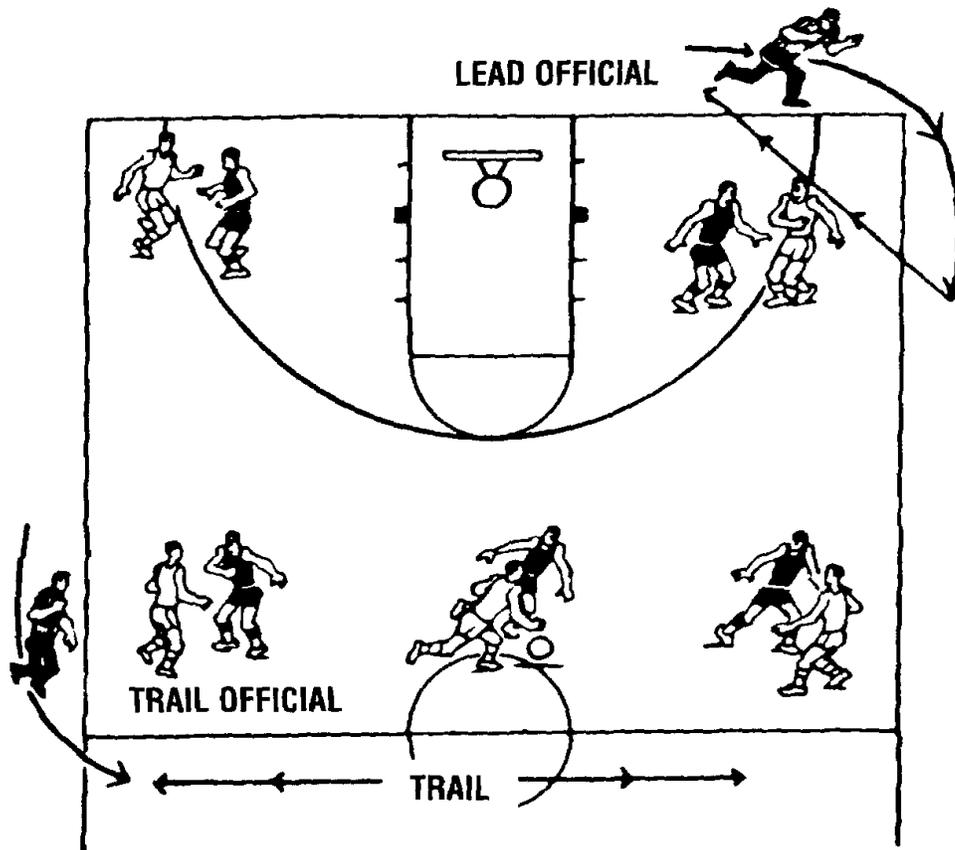


The Lead official has the ball while the Trail official sights through the triangle for good coverage off the ball.



The lead official moves to a position to get the three-point line covered when the ball is in this area. The Trail official positions to cover the significant action off the ball through the triangle.

## COVERAGE FOR THE "DELAY" OR "FOUR-CORNER" OFFENSE



The Lead and Trail officials are in proper position for a normal frontcourt offense. When a team goes into a "four-corner" or "delay" offense, the officials must change their basic positions **and** move to the areas indicated with the arrows. It is very important that the Trail official be behind the "delay" offense. The Lead official must move around the corner to observe lateral movement and possible contact. If the corner player on that side drives to the basket, the Lead official can *cut across* the corner to observe the action near the basket. Officials should react quickly and properly when a team shows this kind of offense.

# **Basic Procedures and Mechanics**

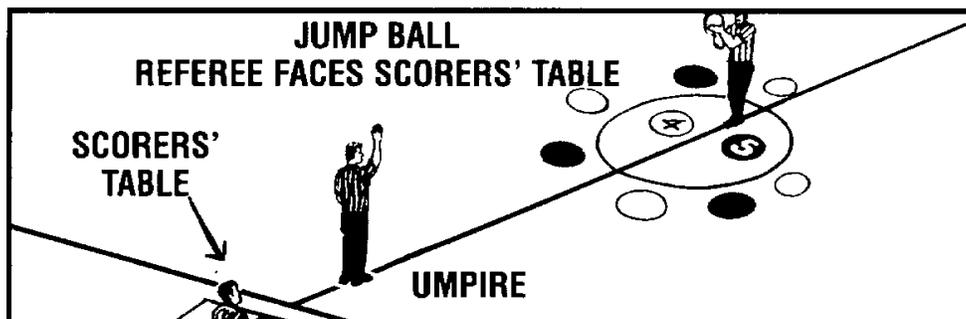
## **Two Officials**

### **JUMP BALL**

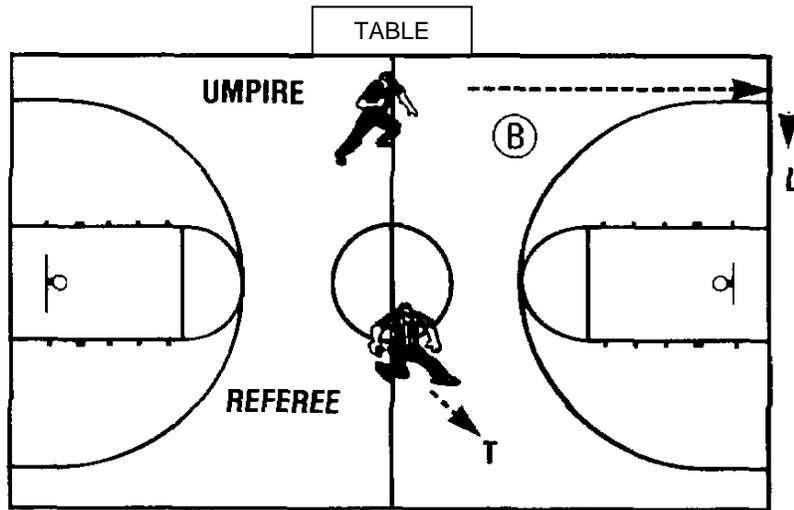
Officials must notify both captains that play is about to begin. The jump ball will always take place in the center restraining circle. Both officials have responsibility to count the players of both teams.



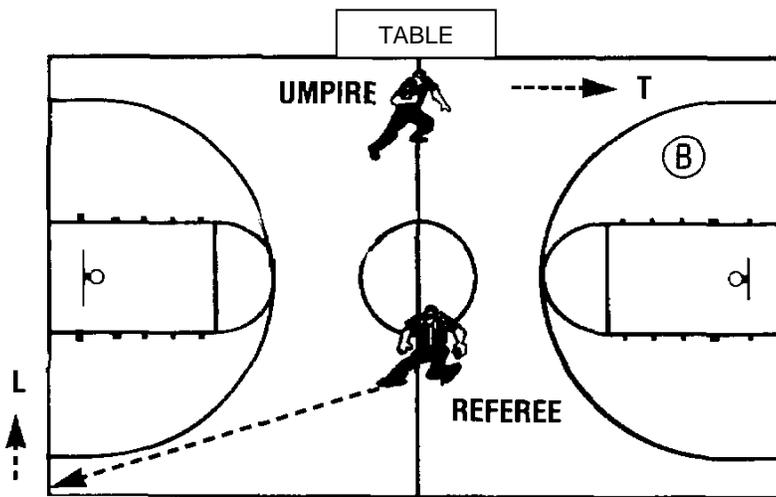
The Referee shall face the table and toss the ball for every jump-ball situation. The whistle shall be sounded prior to the toss to inform the players and table officials that play is about to begin. The Referee should then remove the whistle from his/her mouth before the toss. The Referee shall remain stationary after making the toss until the Umpire has committed him/herself, and then assume the proper position. The Referee is primarily responsible for action of the jumpers. The umpire is responsible for the 8 non-jumpers. After the jump ball, the trail official should check the table for proper setting of the alternating possession arrow.



The toss should be straight and at a right angle to the floor. The correct height is slightly higher than either player can jump. Officials should practice the toss prior to and during the season by tossing the ball so that it reaches approximate basket height. Officials differ in their ability to toss the ball with one or both hands. Each Referee should use the type best suited to his/her natural movements. If the toss is poor, either official shall sound the whistle immediately, signal the clock should not start and order a rejump.



The Referee faces the table. The Umpire takes a position near the division line and boundary line. When the possession of the ball progresses into a team's frontcourt, the Umpire shall go with the ball and become the Lead official. The Referee will become the Trail official.



In this diagram, the team that gains possession is in its backcourt. The Umpire goes with the ball and assumes the Trail position. The Referee then assumes the Lead position.

**The Umpire will take a position** at the side of the court facing the Referee. Do not block the scorers' and timers' view of the Referee. The Umpire is responsible for the action of the nonjumpers. Use the start clock signal when the ball is legally touched. The Umpire will go in the direction of the ball. If the team gains possession of the ball in their backcourt, the Umpire will assume the Trail position. If the team gains possession of the ball in their frontcourt, the Umpire will assume the Lead official's position.

**Once control and the direction of play have been determined**, each official is primarily responsible for his/her particular area. The Trail official is primarily responsible for the proper setting of the possession arrow. Each official covers the sideline and the end line nearest to him or her. Ordinarily, each official remains at all times in the area for which he/she is responsible. The Lead official will work from 4 to 6 feet off the end line if possible, between the lane line extended and 3-point arc.

**If there is a violation** prior to a legal touching by the jumpers, the official will sound the whistle and give the time-out signal to prevent starting the clock. If there is no violation before the toss is touched, the clock should be started when the ball is legally touched and if this is followed by a violation, such as a jumper catching the ball after it has been tapped, the clock shall be stopped when the official sounds the whistle and gives the time-out signal.

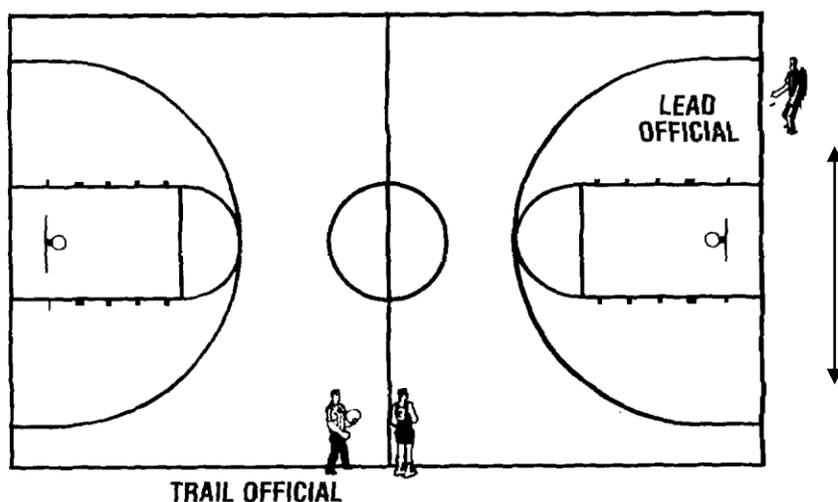
**After the toss, the Referee** should hold his/her position for an instant and attempt to avoid being caught in the subsequent activity.

## THROW-IN

**The alternating-possession throw-in to start the second, third and fourth quarters** shall be administered by the Referee at the division line opposite the table. Indicate color and direction, designate the throw-in spot, sound the whistle to alert players that play is about to begin, and place the ball at the thrower's disposal. For the alternating-possession procedure in other situations, the official responsible for the line shall administer the throw-in.

**Other throw-in situations:** All throw-ins on either end line shall be made with the administering official outside the thrower - between the sideline and the thrower. The Trail official shall handle the administration of the out-of-bounds throw-in in the backcourt. The Lead official covers normally. Should the defense press, the Lead official will position according to location of players and may start in backcourt and move as play dictates. In the frontcourt, the throw-in is administered by the official responsible for the boundary where the throw-in occurs. The official not administering the throw-in will take a position so that both sidelines and the end line are covered. The official not administering the throw-in shall use the "boxing-in" principle, which places one official on each side of the thrower on opposite sides of the court or on a side and an end of the court, depending upon where the ball is to be put in play. The administering official should make eye contact with his/her partner before handing the ball to the thrower. (All throw-ins from the end line shall be outside the free throw lane extended.)

**The spot for the throw-in** should be designated by the administering official. After a technical foul, the throw-in shall be administered at the division line on the side of the court opposite the table. The throw-in team should make a player available to attempt the throw-in. No appreciable delay should be allowed before placing the ball at the spot and beginning the five-second count.

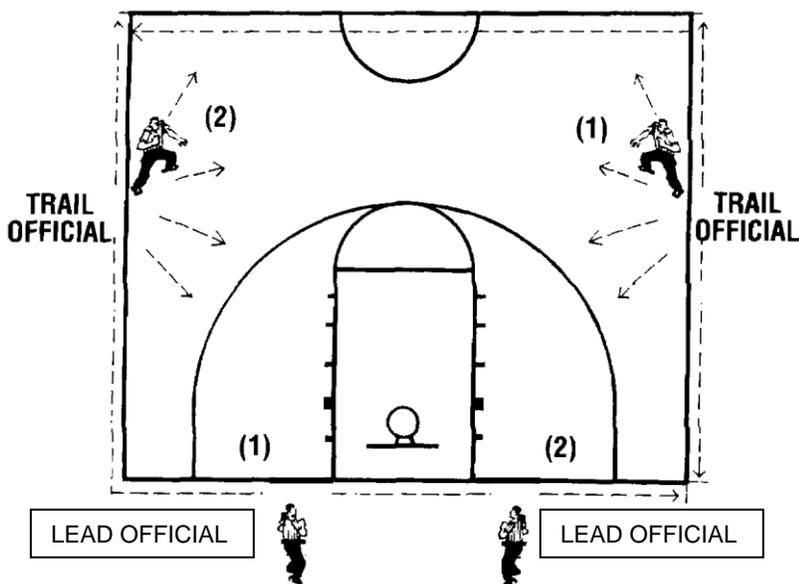


**The administering official shall hand the ball** to the thrower and move to observe the action unless the throw-in is following a successful goal. This in no way lessens the importance of adhering to the nearest spot/designated spot. If the throw-in is after a goal, the thrower should be allowed a reasonable time to secure the ball at the end line after which the five-second count is started. The count shall be silent and visible. The administering official shall sound the whistle to indicate play is about to begin only following a charged time-out, an intermission or an unusual delay. If the clock has been stopped, the administering official should signal to start the clock when the released ball touches a player who is inbounds.

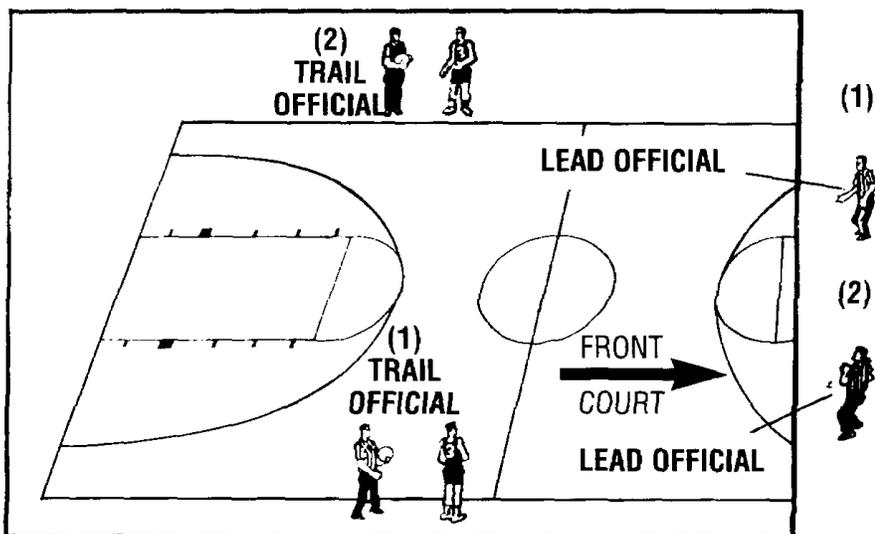
**Activity of the thrower** and of players near him/her is the primary responsibility of the administering official. The free official is primarily responsible for players at a distance. Officials should be alert for a request for a time-out and for a substitution. If the time-out request or the attempt to substitute is made when it cannot be honored, the request should be ignored, and the substitute should not be beckoned.

**If a throw-in plane violation occurs**, a team warning is recorded by the scorer and reported to the coach. One warning per team, thereafter, a team technical foul.

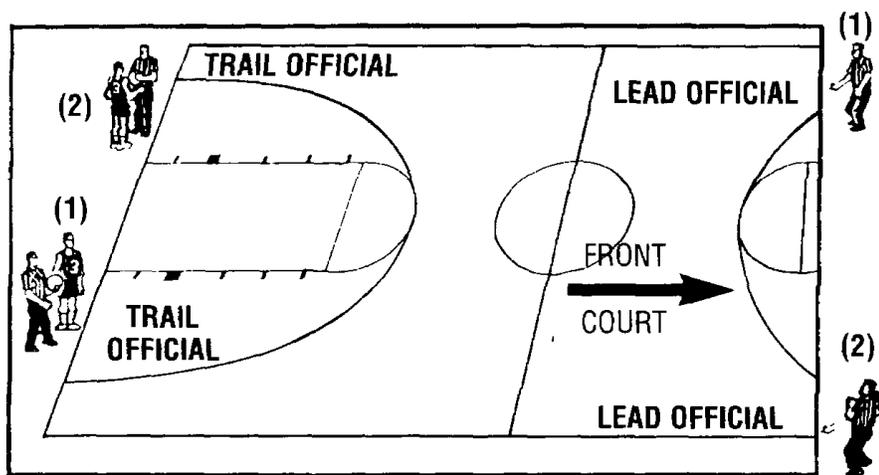
**Reminders:** If the scorer's horn or game horn is sounded, either official may recognize it and stop action with a whistle even to the extent of declaring that the ball did not become live because of the whistle, or the horn may be ignored if it is sounded after the throw-in has started. If two or more adjacent teammates take positions so they are parallel to a boundary line and are within about 3 feet of it, play should be held up if an opponent desires a place between them. Use the proper signal to indicate running the end line privileges are in effect when the clock has been stopped.



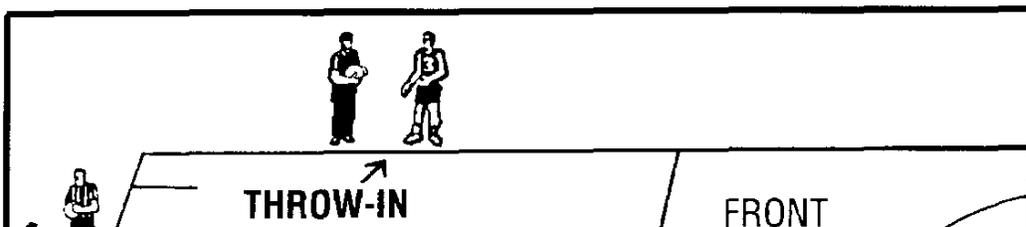
For the administration of the throw-in in the frontcourt, the Lead official is responsible for the entire end line and the nearer sideline. The Trail official is responsible for his/her entire nearer sideline and the division line. The broken lines shown are for officials' position (1). The sideline responsibilities change for position (2). Each official will handle the throw-in or out-of-bounds play along his/her Designated lines. Officials' positions should not be stationary. The officials should always be moving to get proper angle coverage.



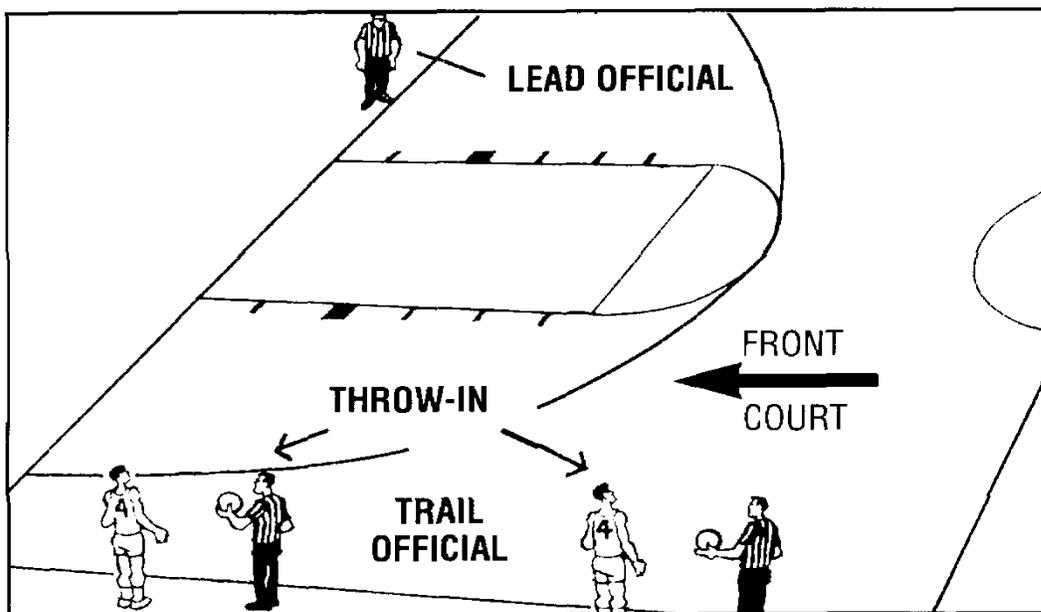
Trail official administers all throw-ins in the backcourt,. Trail official holds the ball until the Lead official is down court and across so that both sidelines, the end line and the division line can be adequately covered.



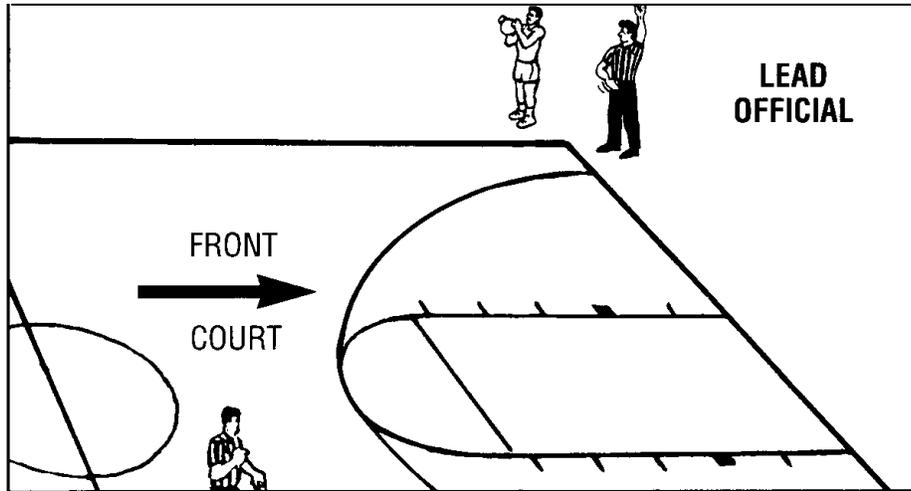
All throw-ins along the end line in the backcourt are administered by the Trail official. The administering official shall be between the thrower and the near sideline.



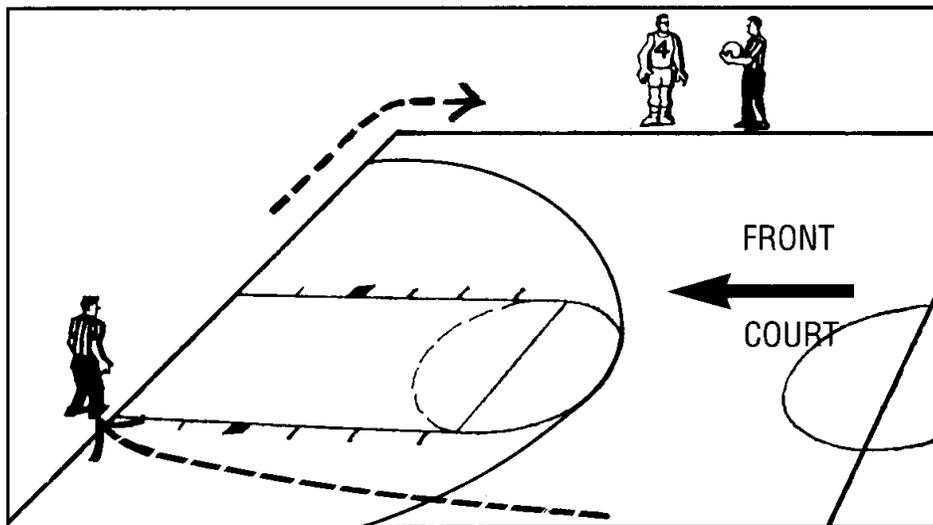
Trail official handles all backcourt throw-ins. Trail official holds the ball and hands the ball when the Lead official is down and across court. The official always takes a position so that both sidelines, the end line and the division line can be covered.



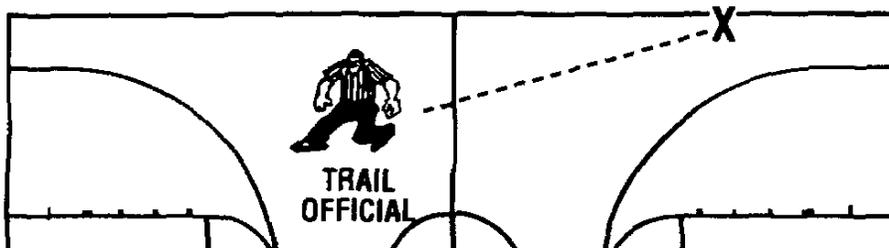
Trail official administers the throw-in on the sideline in the frontcourt to the left. The officials are using the "boxing-in" method. One official is on each side of the thrower and they have both sidelines, end line and division line covered.



Lead official administers the throw-in on the sideline for which he/she is responsible. The same procedure is used on the opposite sideline.



Lead official administers the throw-in on the sideline for which he/she is responsible. If the designated spot for the throw-in is above the free-throw line extended, the Lead official administering the throw-in will now become the new Trail. The original Trail now becomes the new lead. The same procedure is used on the opposite side.



Trail official shall administer all throw-ins in the backcourt. Officials will maintain responsibility for the sideline and end line or division line which they had at the time of the throw-in. The ensuing throw-ins, free throws and jump-ball administration dictates the officiating positions.

## FOULS

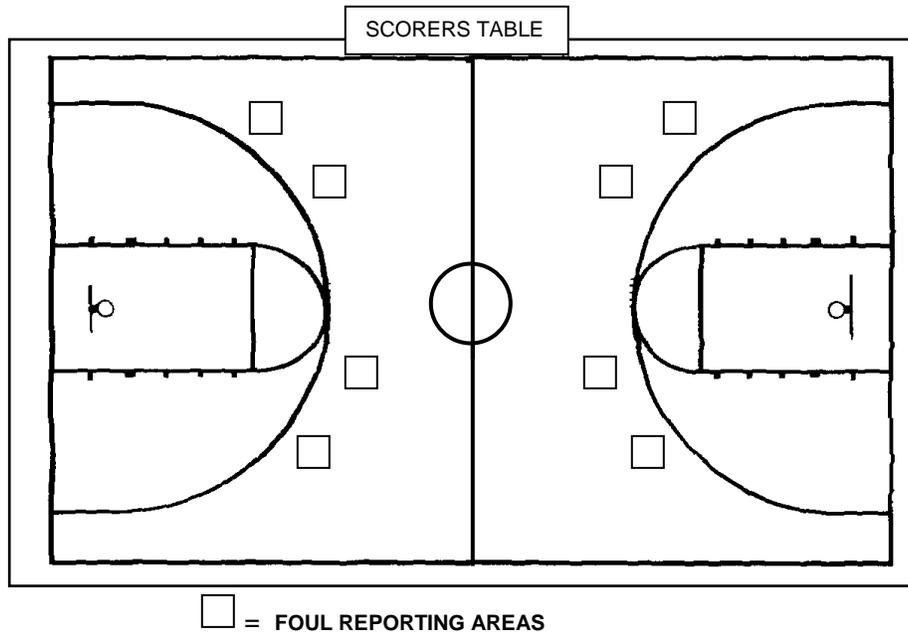
**It is imperative** that a definite procedure in officiating mechanics be used when a foul occurs. The following duties should be performed in the order listed by the calling official:

- a. Informs the timer and alerts the scorer by sounding the whistle with a sharp blast while raising one hand, fist clenched, straight and high above the head.
- b. After a slight delay, extend the other hand, palm down toward the fouling player's hips.
- c. While holding the foul signal, move near the fouling player, stop and verbally inform the player that he/she fouled by stating the shirt color and number.
- d. Lower the foul signal and only indicate the nature of the foul by giving a preliminary signal,
- e. Verbally give free-throw shooter's number to the shooter and to the other official. Visually give the number of free throws to the free official.
- f. Indicate the throw-in spot if a throw-in will follow.
- g. *If a goal has* been scored, signal to count as soon as it is legally scored.
- h. If the ball goes in the basket, it is the responsibility of the free official to communicate to the calling official "the ball went in."

**The calling official informs the scorer** by proceeding quickly to the reporting areas as illustrated in the diagram:

- a. Once in the rectangle the official will come to a complete stop before communicating with the table officials.
- b. Slowly state the color of the shirt and the playing number of the player who fouled. Also with a one hand signal, indicate the number of the player who fouled.
- c. The visual signal indicating the nature of the foul is then given.
- d. If player-control foul, only use player-control foul signal.
- e. If free throws are to be attempted, indicate the number of throws awarded by using only one hand or two hands in the case of a bonus situation.
- f. Observe the activity around each team's bench and penalize infractions when necessary.
- g. Reporting official will complete all communication with table before admitting a substitute or

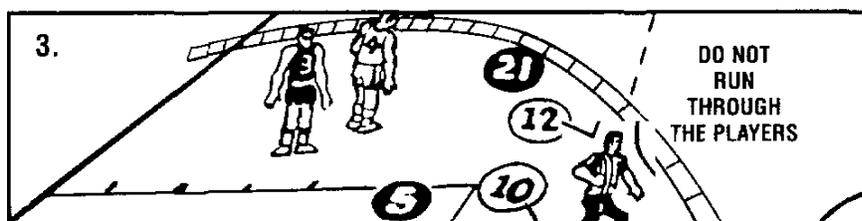
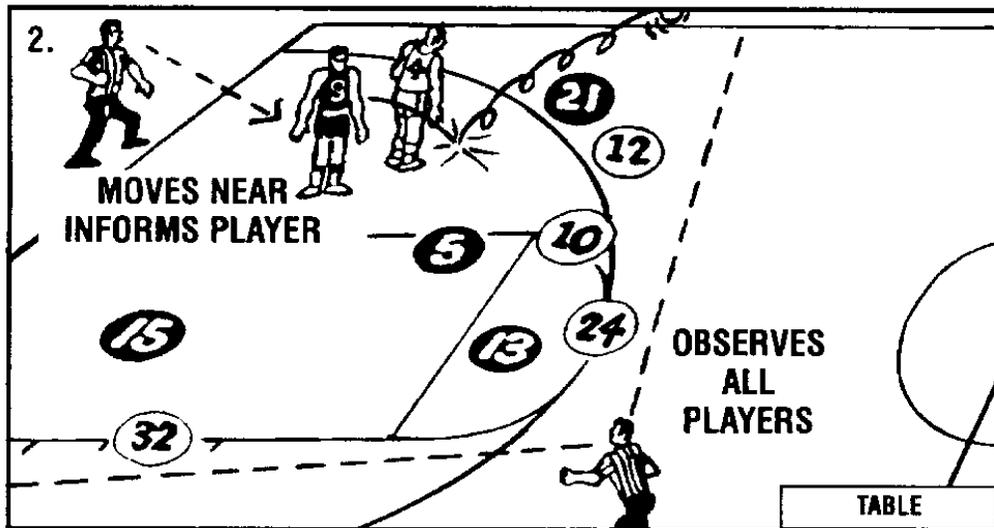
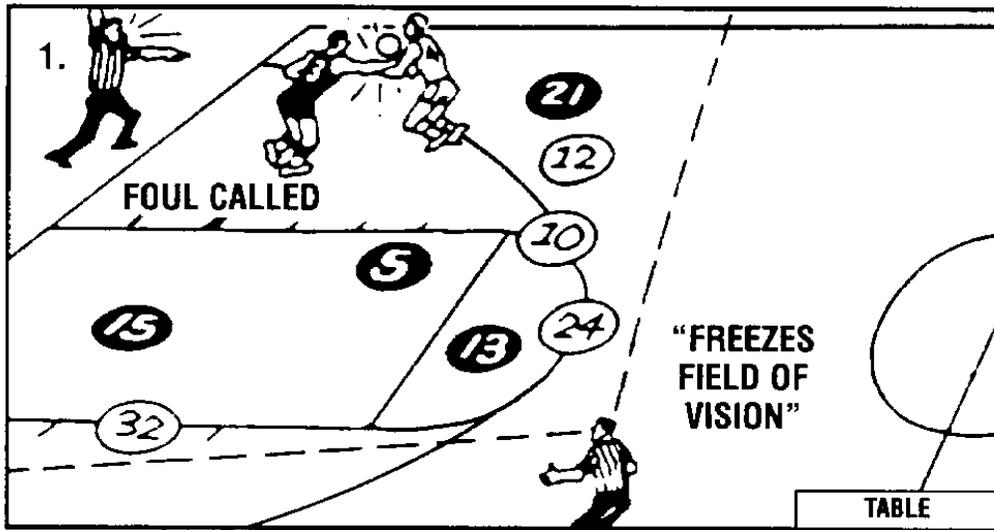
acknowledging a time-out request.



**The free official should** freeze his/her field of vision on all the players until the calling official has reported the foul and turns away from the table. Ignore the ball during the foul report. Following the report, the free official then secures the loose ball and proceeds to the proper position for the free throw or the throw-in. Have proper free thrower on the line if a free throw(s) follows. The two officials should never turn their backs on the players at the same time. The players should be under complete supervision at all times. This can best be accomplished by moving around the perimeter of the players and not between them.

**The officials shall always** change positions after each foul is called. The "free" official is responsible to force the change of positions **prior to** putting the ball in play. It shall be emphasized that the procedures for calling a player control foul, or one of the nonshooting fouls, are the same as for any other foul call described, including the changing of positions **before** the ball is handed to the thrower.

**The scorer will notify the nearer official** when the offending player's team commits its seventh foul and 10th in each half. The administering official will indicate that the bonus free-throw provision (one-and-one or two free throws) is then in effect.





THIS DIAGRAM ILLUSTRATES THE PRIMARY RESPONSIBILITIES OF EACH OFFICAL  
IN THE ADMINISTRATION OF FREE THROW(S).

# FREE THROW

**The Trail official** will administer any single free throw and the first throw of a one and one or the first of two or three throws. When more than one free thrower is involved, the trail official administers the first throw by each thrower. The lead official administers the remaining throw(s).

**In administering the first free throw** the trail official steps into the free throw area from the trail position:

- a. Moves into the lane and sees that the lane spaces are properly occupied.
- b. Inform players of the number of free throws to be attempted, both verbally and by a one-hand signal. (one, two or three shots) or by one finger of each hand for the one and one situation.
- c. The lead official will hold the ball until all signals are given by the administering official and then bounce the ball to the administering official.
- d. Take a final look at the scorer's table.
- e. Hand/place the ball to the free thrower
- f. Do not turn back on players while taking your position.
- g. While backing out, signal the number of free throws, then drop your arm(s).
- h. Pickup a visible count on the side away from the free thrower with a slight wrist flex.
- i. Take position just behind the free throw line extended halfway between the nearer free throw lane and sideline.
- j. Observe the top three spaces on the opposite lane line for any violations.
- k. If ball is to remain in play if missed, when free thrower releases the ball, raise hand to stop clock signal position. Signal to start clock if rebound is touched by a player on the court.
- l. Observe free thrower for violations and flight of ball.
- m. After free thrower releases the ball, move forward to the most advantageous position to observe players on the far free throw lane line.
- n. Be responsible for fouls and violations.

**On the second and third free throw** the trail official will remain in his or her position and follow steps outlined above in (h-n) on previous page.

**The trail official will:**

- a. Check position of the free thrower feet.
- b. Slide step toward the endline on release of ball by free thrower.
- c. Note whether the ball goes through the basket or misses the ring.
- d. Watch for goaltending or basket interference.
- e. Watch the top three spaces on opposite sides for lane violations and give the appropriate signal immediately when Team B violates.
- f. If the free throw is unsuccessful, use signal to start the clock if the ball is to remain alive.
- g. The trail official maintains the same position and responsibilities for all other free throws.

**On the second and third free throw** the lead official will secure the ball following the first free throw, step into the lane in front of the basket, and will:

- a. Check to see that the lane spaces are properly filled and inform players both verbally and with a one hand signal for the free throw(s) remaining.
- b. Glance at the table just before bouncing the ball to the free thrower.
- c. Take a step toward the free thrower and bounce the ball to him or her, step back to the same position as before and follow the same duties as the first free throw.

**Both officials are responsible** for rebounding action or fouls that occur after the free thrower releases the ball.

**Both officials are equally responsible** for insuring the proper player attempts the throw(s). Be sure to change positions after each foul including player control fouls and nonshooting fouls prior to the bonus. The noncalling official is responsible for initiating the change immediately after the foul has been properly reported.

**After a double foul or a false double foul**, the calling official should go to the table to see that the fouls are properly charged and neither player has five fouls. No free throws are awarded for a double personal foul or a double technical foul or a simultaneous technical foul by opponents, and play resumes with an alternating-possession throw-in. Penalties for false double fouls are administered in the order in which the fouls occurred.

**After a technical foul**, follow the same mechanics as outlined and administer the free throws with no players along the lane. Following the second free throw, the Lead official will bounce the ball to the Trail official who will go to the division line on the side of the court opposite the table and administer the throw-in. If the situation requires, the Lead official may administer both free throws while the Trail official moves to a position which provides maximum supervision.

**After an intentional personal foul or flagrant personal foul**, no players are allowed along the lane. The throw-in is from the out-of-bounds spot nearest to where the foul occurred. Administer the free throws as outlined with the official responsible for the line administering the throw-in from the designated spot. If the situation requires, the Lead official may administer both free throws while the Trail official moves to a position which provides maximum supervision.

**If contact with the free thrower or a huddle delays administration**, a team warning is reported to the scorer and to the coach. One warning per team-, thereafter, a team technical foul.

**No free throw(s) shall be attempted** after time has expired for the fourth quarter or any extra period, unless the point(s) would affect the outcome of the game.

## VIOLATION

**When a violation is observed** by an official, a specific procedure and mechanics must be followed:

- a. Give a single sharp blast of your whistle and fully extend one arm above the head with fingers extended to stop the clock.
- b. Move toward the area of the violation, stop and signal the nature of the violation.
- c. Do not turn your back when indicating directions.
- d. Point in the direction of the throw-in team's basket and call out their shirt color.
- e. Indicate the throw-in spot.
- f. Make eye contact with your partner prior to placing the ball at the disposal of the thrower. Designate the throw-in spot. Hand the ball to the thrower-in.
- g. Be sure both teams understand to whom the ball has been awarded.
- h. After your partner is in position, place the ball at the thrower's disposal and start the throw-in count.

**For a free-throw violation by the free thrower or a teammate**, follow the same procedure as for a floor violation if no other free throw is to follow. The spot of the throw-in will normally be on the end line as that is the nearest spot out of bounds.

**For a free-throw violation by the defensive team**, give the appropriate signal but do not sound the whistle before the free throw has ended. If the free throw is successful, ignore the violation. If the throw is not successful, award a substitute free throw. If this substitute throw is for the first throw of a one-and one bonus penalty and is successful, it will be followed by the extra throw. Following a violation, the clock should not start after an unsuccessful free throw and, in case of doubt, the official should give the time-out signal when the official detects the violation.

**When there is a free-throw violation** by a defensive player followed by a violation by the free thrower or a teammate, a double violation occurs. If a double violation occurs on the first of a multiple throw (two or three free throws), cancel the throw and award the other(s). If the double violation occurs on the last throw, resume play with an alternating-possession throw-in. If, disconcertion by a defensive player is followed by a violation by the free thrower, a substitute throw is awarded.

**For a basket interference or a goaltending violation**, stop the clock or have it remain stopped and report to the scorer if circumstances might leave the scorer in doubt. The Trail official normally is responsible for observing such violations. The Trail official is primarily responsible for interference on scoring plays. The Lead official has responsibility for action under the basket. In some situations, the Lead official is in a position to call goaltending or basket interference and shall do so especially on fast breaks when the Trail official is still in the backcourt.

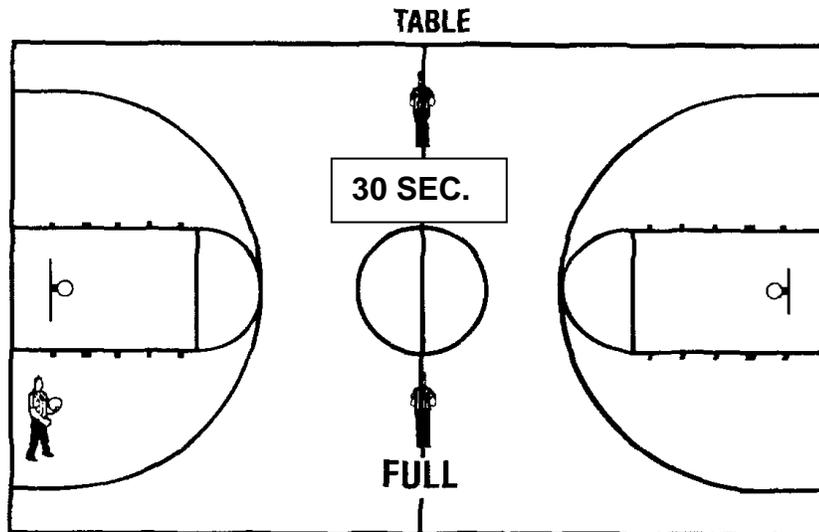
## TIME-OUTS

**Do not grant a time-out** after a foul until the necessary information has been given to the scorers, or until substitutes have been beckoned, or an injured or disqualified player has been replaced. During a time-out, the official in the area where the ball will be put in play shall secure the ball and remain near that spot. The other official shall take a position as shown facing the table. Report the shirt color and number of the player who requested the time-out and be ready to beckon substitutes onto the court.

**If a player or head coach requests a time-out while the ball is live**, ignore it if the ball is in control of an opponent, not in control of an opponent or not in control of either team. If the request is during a dead ball or during a live ball which is being held or dribbled by the requesting player or a teammate, it should be granted. No time-out may be granted during an interrupted dribble. The opponents may not be granted a time-out once the throw-in begins or after the ball is at the disposal of the thrower, or after it is at the free-thrower's disposal.

**Sound your whistle** while giving the clock-stopping signal. While moving to the reporting area, look for verification from a coach as to what type of time-out is to be charged. Within the reporting area, give the appropriate time-out signal, verbally indicate the team color, verbally and visually give the player number or head coach making the request, and instruct the timer to begin the time-out period. Notify the coach when a team has used their allotted time-outs.

**During any time-out interval** the officials should remain in good posture and be alert. The official who administers the succeeding throw-in should take the ball where it is to be put in play, face the table and indicate the direction of play by placing the ball either in front or behind the body or on either side - except when on the table side nearer the scorer or team benches, move straight out on the floor. The other official should be on the division line as shown on the diagram and be facing the table, ready to beckon properly-reported substitutes into the game and ready to give the scorer and timer any needed information. If a free throw is to follow a time-out, the official with the ball takes a position on the free throw line of the shooting team.



During a time-out, the official in the area where the ball will be put in play shall secure the ball and remain near that spot. The other official shall take a position as shown facing the table. Report the shirt color and number of the team player or head coach who requested the time-out and be ready to beckon substitutes onto the court.

**At the warning signal to end the time-out**, the officials will move from their time-out positions to their proper positions to resume play. Officials shall see that each team has five players on the court. The official responsible for putting the ball in play shall be responsible for counting the players on both teams. The administering official shall sound his/her whistle following a time-out to indicate play is ready to resume. Signal when the clock is to start.

**During the intermission between quarters** (first and second, third and fourth), the Referee shall take a position with the ball at the division line on the sideline opposite the table indicating the direction of play with the placement of the ball. The Umpire shall take a position on the free-throw line in the frontcourt of the direction of play. There should be no visiting unless it is to confer about some game situation. The officials are responsible for counting the players on each team. On a throw-in following a time-out, the administering official shall sound the whistle prior to handing the ball to the thrower to indicate that play is about to begin.

**If a player is injured**, an officials' time-out shall be declared when necessary to protect the player. In this situation, the bench should be beckoned immediately, and the injured player must leave the game until the next opportunity to re-enter after the clock has started. If the bench is not beckoned and an apparently injured player is ready to resume play immediately (within a few seconds), he/she may remain in the game and play shall be resumed as quickly as possible.

**The game officials shall determine** if a player is rendered apparently unconscious. The injured player must leave the game and may not return to participate in the game unless written authorization is provided by a physician. Do not touch the player. If a player is apparently bleeding, has an open wound, an excessive amount of blood on the uniform or has blood on their person, he/she shall be directed to leave the game and may not re-enter until after the clock has started and a substitution opportunity occurs.

**Reminders:** After the free thrower has the ball, he/she, a teammate or head coach may request and be granted a time-out, but the opponent cannot. After a successful free throw or field goal, any player or head coach may request time-out. However, once the ball is at the disposal of the thrower on a throw-in or the free thrower, it is too late for the opponents to be granted a time-out. If an official erroneously grants a time-out request, it is not a team infraction. Allow the team the full time and charge it to them. A request for an excess time-out shall be granted, but it is penalized with a technical foul. If opponents simultaneously request a time-out during a dead ball, charge a time-out to each team (or better, hear or see one request before the other). The official may suspend play to permit a player to correct or replace displaced eyeglasses or lens. If the scorer's horn is sounded while the ball is live or when it is about to become live, the official may ignore it or honor it. The horn has no effect, but the official's whistle shall cause the ball to become dead or to remain dead.

## TAP OR TRY FOR GOAL

**When a tap or a try for goal occurs,** be alert for a possible foul and decide immediately as to when it occurs with reference to the tap or try. If the foul is by the tapper, shooter or a teammate, the important factor is whether it is before or after the ball is in flight. If the foul is by an opponent, the decision hinges on whether it is:

- a. Before the tapping or trying motion starts.
- b. During the tapping or trying motion.
- c. After the ball is in flight.

In (a), the foul causes the ball to become dead immediately. In (b) and (c), the goal counts if the tap or try is successful. In (c), if the foul is not one against a shooter or tapper, the penalty is administered regardless of whether the tap or try is successful.

**If there is doubt whether a successful free throw or field goal is to count,** the covering official shall use one hand in a diving motion to demonstrate the ball going through the basket. If the goal is to be canceled, use the prescribed signal.

## THREE-POINT TRY

**Specified mechanics and approved signals shall be used:**

- a. When a three-point attempt is anticipated, the official should adjust position to enable him/her to clearly judge the attempt.
- b. For a successful three-point field goal, the shooter must have been airborne from behind the line or have his/her foot or feet on the floor behind or outside the three-point line when the shot is attempted. Touching the line, or inside it, places the shooter in the two-point area. There is no relation to the plane regarding the position of the shooter.
- c. When a player attempts a three-point field goal, the official whose area the player is in will signal by extending one arm at head level with three fingers extended.
- d. If the three-point attempt is successful, the covering official will signal by fully extending both arms over head with palms facing each other. When the Trail official signals a successful three-point attempt, the Lead official shall mirror the signal. When the Lead official signals a successful three-point attempt, the Trail official shall mirror the signal. **NOTE:** Do not turn back on players and court when signaling!

## RULING ON LAST-SECOND SHOT

**The Trail official** is primarily responsible for making the call on any last second shot (discuss in pregame conference). The Referee will make the final decision in case of disagreement between the two officials or if it is necessary to consult the timers. The Trail official will give the visible signal. If there appears to be any irregularity at the table, the signal and decision should be delayed for a conference.

**When play is resumed with a throw-in or free throw and three-tenths of a second or less** remains on the clock, no field goal may be scored by a try for goal. A tap could score. This does not apply if the clock does not display tenths of a second.

**Be alert for a tap or a try for field goal** in the closing seconds. The expiration of time always causes the ball to become dead immediately, unless it is after the ball is in flight for a tap or try. In that case, the ball remains live and the period does not end until the tap or the try ends. Both officials should be aware of the remaining time in a period and be alert for the timer's signal.

**Reminders:** Do not consult the timers on a last second tap or try unless you do not hear the timer's signal or the signaling was defective. If it is necessary to consult the timers, the decision is still that of the Referee, but as a guide, if the timers disagree as to whether the ball was in flight or contact occurred before the ball became dead, the Referee shall count the goal or penalize for the contact. The official timer should watch the ball and the assistant timer should watch the clock and count aloud the remaining seconds for the benefit of the official timer.

