

WNCOA Basketball Official's Manual

Be Professional:

- Dress appropriately when arriving at the game site.
- Show respect for the school's program and our association.
- Perception is important.
- Be above reproach
- Admit your mistakes

A good official:

- Is prepared mentally and physically
- Takes pride in his effort, conduct and appearance
- Is knowledgeable of the rules and mechanics
- Is aware of the spirit and intent of the rules
- Is consistent
- Is always in control but never overbearing
- Is a good communicator
- Is a good listener
- Is always learning and willing to learn

General principles of good officiating:

- The Referee must lead a pre- and post-game conference
- Call all fouls affecting advantage/disadvantage, safety and unsportsmanlike conduct
- See the whole play - Anticipate the play - See the play before you blow the whistle
- Be in the right place at the right time (know the mechanics!!)
- Know your vision patterns – where are you looking when in the respective court positions??
- Hustle but do not hurry
- Communication with coaches and sidelines is important; communication with fellow officials is crucial
- A bad call is learned from, but never dwelled upon
- Strive to learn from experience and other officials
- Get the call right. Call “train wrecks not fender benders.”
- Avoid commenting about other officials, players, coaches, games, etc.
- Leave your ego at home. Work with your fellow officials.

Procedures that are expected of Officials.....

Communication

- Referee will be in contact with the crew at least two (2) days prior to contest date to confirm schedule, arrange meeting time and transportation needs. It is the responsibility of all crew members to be on time. Share with each other phone numbers, so that in the event of unforeseen events, contact can be made with one another.
- Arrival at the game site should be such that it allows enough time to dress, conduct the pre-game conference and be prepared to take the floor for the warm-up period (15 minutes before the game time).
- Have a means of contacting the game site management, in the event of unforeseen events that will prohibit your being on time. However anticipate problems in travel and be ready to overcome them – tardiness, without cause, is inexcusable. When at the game site see that the game management is aware of your presence.

Personal Appearance

- Look neat – This is part of your first impression.
- Wear prescribed uniform (gray striped shirt, black pants, solid black shoes (polished) and approved black jacket) in good condition, clean and pressed.
- All crew members need to be outfitted with similar attire (i.e. smitty vs. lanyard). Note – It is the referee's responsibility to communicate this to the crew prior to game.

Pre-game Protocol

- The pre-game conference is a **must**. See Appendix A (attached) for pre-game conference information.

COMMENTS ON THE PRE-GAME CONFERENCE

“Lead a discussion” does not mean that the Referee talks for 30 minutes. The Referee should have each member discuss with the crew their duties in specific situations and how their responsibility and coverage interacts with the other officials, players and coaches. The Referee should listen carefully to each official’s comments and keep them focused on the topic, correct any errors and prompt officials to include anything that they may have omitted. Remind the crew that they are a team and that any member who has a question in their mind about the way a penalty is being administered, or if there is a question, can bring their concern to the discussion so that the Referee can make a correct decision.

- Officials shall enter court together and proceed to their designated positions.
- Pre-game Court Positioning;
 - All officials are positioned opposite the table
 - R – Division Line
 - U1 – Stands at approximately 28 feet from end line and has responsibility for the home team
 - U2 – Stands at approximately 28 feet from end line and has responsibility for the visiting team
 - Stand in a dignified, business-like manner. Avoid unnecessary fraternization with spectators, coaches, players, etc.

- Pre-game Duties – Referee
 - Confer with official scorer and timer reviewing their responsibilities. Check official scorebook at the 10 minute mark of warm-up period.
 - Secure game ball
- Pre-game Duties – Umpire(s)
 - Count the players and report to Referee
 - Check players for the legality of equipment - uniforms, undershirts, undergarments, headwear, jewelry, casts, braces, etc. – report any irregularities to the Referee
 - Observe players during warm-up period
- Pre-game Conference – Players
 - U1 and U2 will get respective team’s captain(s) to center court
 - Referee will handle introductions
 - Referee will discuss sporting behavior expectations, team colors, proper basket and any other appropriate items
- Pre-game Conference – Coaches
 - U1 and U2 to bring respective coaches to table area. Coaches are greeted and the Referee addresses sporting behavior expectations and legality of player equipment
- Remainder of Pre-game
 - Remain at table area for the National Anthem
 - Remove jacket during player introductions

Beginning the Game

- Referee tosses the ball
- U1 is positioned on table side and confers with scorers and timers to insure that they are ready for the game to begin
- U2 is positioned opposite the table

End of First Half

- Officials assemble at center restraining circle area until both teams leave the floor.
- They proceed to scorer's table together
- Referee confers with scorer regarding proper score, possession arrow direction.
- Secure the game ball and take to the table.
- The officials shall leave the court together.
- The officials should use the intermission period to discuss among themselves the events of the first half and make any corrections that are needed.
- The officials shall return together to the floor at approximately three (3) minutes before the end of the intermission period or when either team returns to the floor.

End of Game

- At a time prior to the actual end of the game, the referee should check at the table that everything is in order, no scoring, timing or other problems exist.
- If readily available, secure the ball and handle in a manner similar to the end of the first half.
- If there are no unusual situations, the officials should leave the court promptly and together.
- The officials' jurisdiction ends when all officials leave the visual confines of the playing area.

Post-game Protocol

- Referee shall conduct a post-game conference to discuss the events of the game. Discuss any unusual situations that occurred. Look for opportunities that presented themselves during the game that can be learned from going forward.
- The officials dressing room should be clean-up prior to leaving.
- The officials should leave the game site together.
- The referee shall prepare a game report that outlines the events of the game. Any irregular or flagrant situations should be specifically noted. The nature of this report should be discussed in the post-game conference. This report should be filed on "The Arbiter" and if necessary the booking agent should notified as soon as possible.

Appendix A

Basketball Pre-Game Conference Checklist

1. Pre-game Duties/Table/Game Management
2. New Rules/Points of Emphasis
3. Jump Ball/Arrow/3-pt. Play
4. Floor Coverage - Front and Backcourt for L-C-T
5. Rotation Situations/Bench and Opposite Coverage
6. Switches
7. Out of Bounds Coverage and In-Bounds Play
8. Backcourt/Closely Guarded Rule/Other Counts
9. Adjusted Coverage to Pressing Defenses
10. Last Second Shot Procedure
11. Foul Call Technique/Free Throw
12. Basket Interference and Goaltending
13. Substitutions/Disqualifications/Player Out of Game
14. Time-outs/Expiration of Time/Special Situations
15. Double Whistles - Double Fouls and False Double Fouls
16. "T" Fouls/Coaches Boxes/Bench Decorum
17. Review Personnel of Teams/Style of Play
18. End of Game - Leaving the Floor/Post Game Conference