

NYS Girls Basketball  
Officials Association  
*Two Person Mechanics*

# OFFICIALS' CODE OF ETHICS

## GOOD OFFICIALS SHALL:

- o Not officiate any contest after having had any alcoholic beverages on the day of the game.
- o Not engage in idle conversations with any person at any time before, during or after the game, intermissions included.
- o 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.
- o Be in good physical condition.
- o Be prompt for assignments.
- o Not be overly officious.
- o Not accept game assignments for any school the official attended, coached at or had any affiliation or relationship with unless the assignment authority rules make this permissible.
- o Not become intimate with coaches or affiliates of teams for whom the official may be assigned league games.
- o 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.
- o Never argue with players. If a player asks a question, listen to it, then give a definite and decisive answer, but do not quibble about the situation.
- o Assist players in the interpretation of rules when such request is made at a proper time.
- o Give each team their best efforts.
- o Enthusiastically adhere to the ideals of sportsmanship, qualities of loyalty, courage, unselfishness, self-discipline and authority, and shall not use abusive or obscene language.
- o 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 the rules infractions as they occur, we will promote the balance of play intended by the rules.

### **B. MECHANICS:**

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 the manual be memorized and practiced on the floor.

#### Signals:

It is imperative that all officials use only the approved signals as illustrated in the NCAA Rules 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. Officials are encouraged to communicate with each other at a time out when necessary to insure proper administration of the contest. *NEVER TURN YOUR BACK ON PLAYERS AND THE COURT WHEN SIGNALING!! UNAUTHORIZED SIGNALS ARE NOT ACCEPTABLE AT ANY TIME!!*

### **C. PERSONAL APPEARANCE AND CONDUCT:**

An official should be neat 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. Conduct before, during and after the contest should be dignified, businesslike and professional at all times.

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 unpleated; black belt or beltless; black socks; black shoes with black shoestrings; black jacket with the NYSGBOA patch on the left breast; black whistle and lanyard. 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 prior to the game.

Officials should never engage in conversation with members of the news media before, during or after the game. Communication with the news media should only occur between the organizations official rules interpreter and the media.

An official will not sit on the scorer's table nor 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 exhausting work and requires a well-conditioned body and alert mind. Those who have bad eyes, unsound heart, weak legs, poor stamina or slow reactions 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 as well. To allow false pride to cause an official to hide the need for glasses and potentially decreasing his/her efficiency is a mistake.

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### **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 pompousness; 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; is physically able to be in the right place at the right time; knows what the rules say and what the rules mean.

## **SECTION 2: PREPARATION**

### **A. ARRIVAL AT GAME SITE:**

Officials should arrive at the game site appropriately dressed to represent the organization they are affiliated with. They should arrive one hour prior to game time and should notify the home management of their arrival before proceeding to the dressing room. This will provide time for an adequate Pre-game conference. Tardiness upsets an official and makes their work less efficient; in addition, it 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.

### **B. PRIVACY/PRE-GAME CONFERENCE:**

Officials must not permit coaches, players, etc.; to share the dressing rooms with them. Privacy is necessary for the proper pre-game conference. This meeting, prior to the game, develops mutual understanding and confidence. It allows officials to discuss the rules and techniques that will be used to insure a smooth running game. A thorough pre-game conference is the most important item in successful officiating. 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 turning a well-officiated game. The cornerstone of producing this cooperation and teamwork is a thorough pre-game conference.

### **D. CONSISTENCY:**

Great care must be taken by both officials to insure that 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.

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### **F. PRE-GAME CHECK LIST:**

- o To be used by referee in Pre-game conference.
- o Check correct time, starting time of game, equipment, ball and uniforms.
- o Review rules and mechanics changes, special rule situations, and bulletins.
- o Review allocation of duties on jump ball, alternating possession process, proper signals, division of court and duties of the Referee and the Umpire.
- o 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.
- o 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 insure proper game coverage and control.
- o Check equipment and test game ball on the playing surface.
- o Referee instructs scorers, game timer and shot clock operator.

## **SECTION 3: DUTIES OF OFFICIALS**

### **PRIMARY DUTIES OF THE REFEREE**

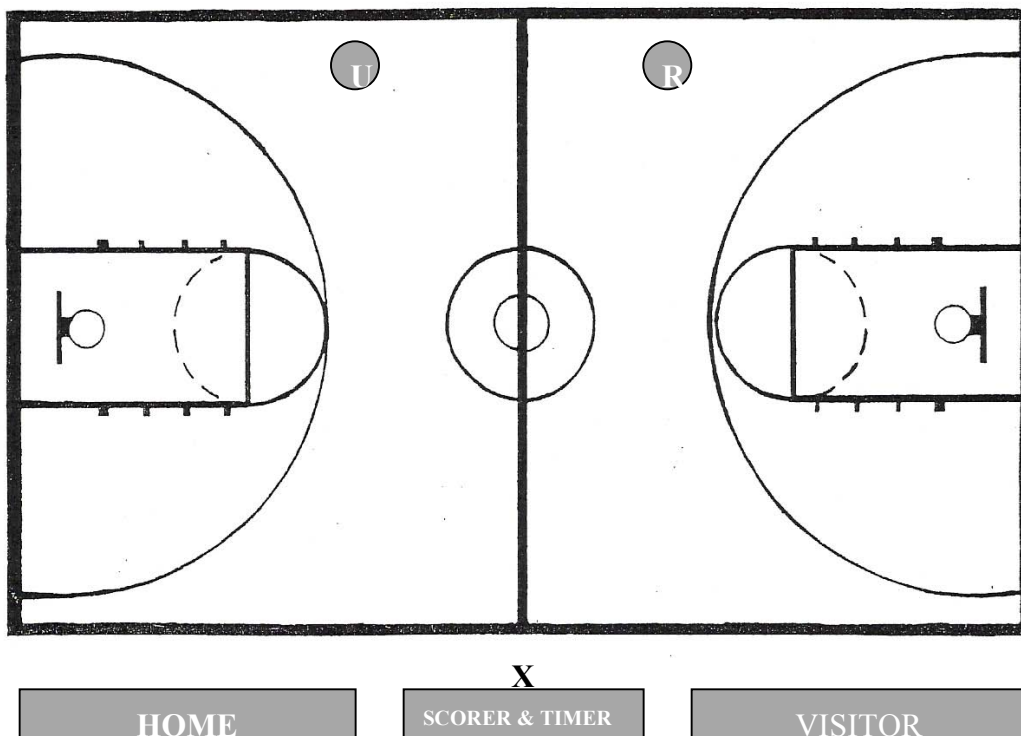
- A. Serves as official in charge.
- B. Checks and approves equipment; ball; timing device; horns.
- C. Inspects court and ball.
- D. Instructs scorers and timers in their duties.
- E. Decides whether or not a goal will count in the case of a disagreement.
- F. Designates official scorer, game timer and shot clock operator.
- G. Examines scorebook at the end of the 1st half.
- H. Forfeits game when conditions warrant.
- I. Insures that both teams are notified three minutes before each half is to begin and penalizes for delay.
- J. Determines which official will make the toss and administers ball to begin each period.
- K. At the end of the game, verifies score by a prearranged signal with the scorer.
- L. At the beginning of each extra period, notifies each team of the number of time outs they have remaining. Reminds of 1 additional time out per each extra period.
- M. Counts visiting players before the ball is put into play.

**PRIMARY DUTIES OF THE UMPIRE**

- A. Inspects uniforms, checks for jewelry, makes certain 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:**



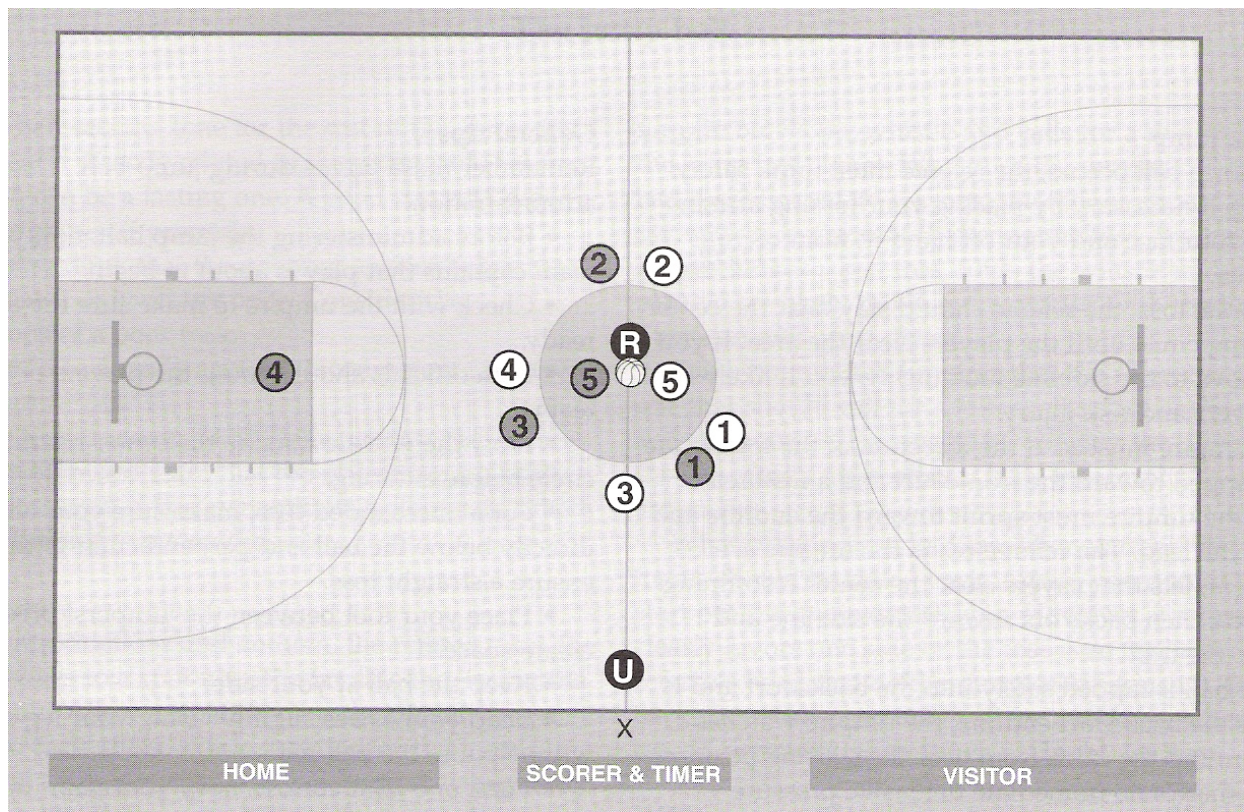
Arrive 15 minutes before game time – go to hash marks(R watches V, U watches H)  
Count players on your teams

14:30 – get captains (or as soon as you have counted the players after entering the floor)  
(INTRODUCTIONS - COLORS – SPEAKING CAPTAINS – REMIND TO PLAY WHISTLE, NOT THE HORN – HAND BALL TO NEARER OFFICIAL WHEN IT BECOMES DEAD – NYSPHSAA CODE OF SPORTSMANSHIP- NO JEWELRY – ANY QUESTIONS – GOOD LUCK) (*DON'T GIVE A RULES CLINIC!!!*)

13 MINUTES - REFEREE goes across to check game ball, official book and instruct scorers and timers. UMPIRE may assist in instructing timers. When the officials are finished at the table both may leave the floor with 10 minutes left (if it is convenient to do so) - The officials will return to the floor at 3 minutes – (Officials are responsible for getting back to the court on time . . . NO ONE from game management will be coming to get you.)

At 1:30 minutes - go across and introduce yourselves to the coaches - (Visitor first)

## JUMP BALL MECHANICS



Non-Tossing Official - Stands at division line in front of scorer's table to insure that the table is ready for the start of the game. When the table is ready, the non-tossing official faces the tossing official 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 insure that he/she and the table are ready to begin. Notifies players to freeze momentarily; blows the whistle; enters the circle and tosses the ball between the two jumpers. 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 insure 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

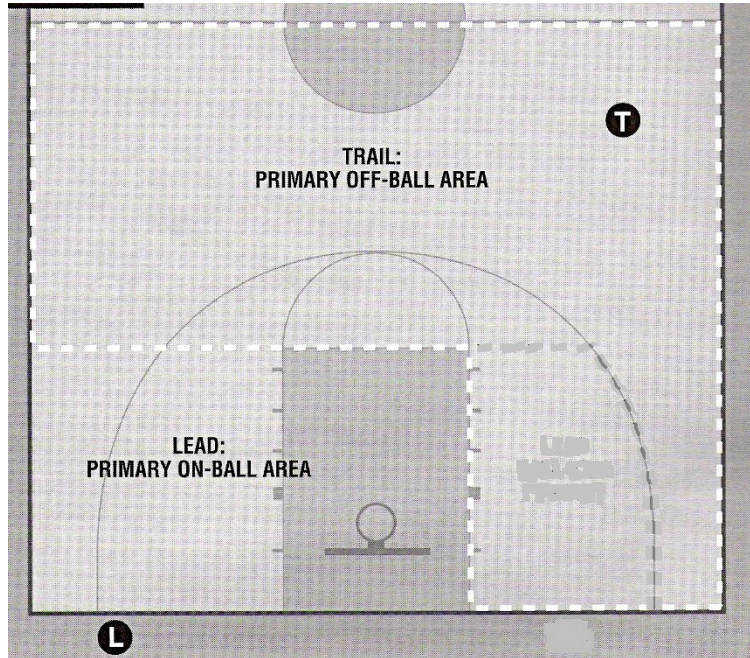
Position -

NEAR OFFICIAL – covers sideline near table (NEAR SIDELINE)

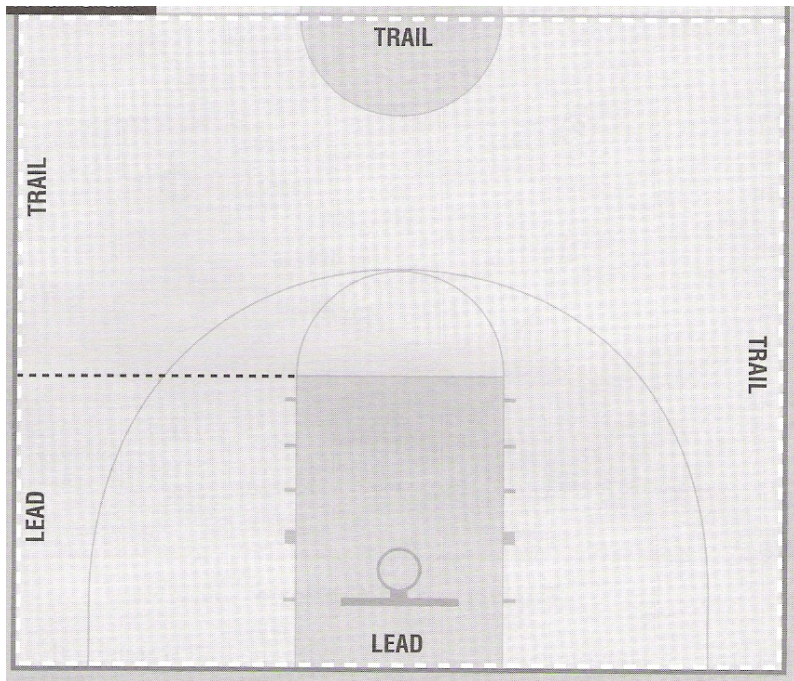
AWAY OFFICIAL – covers sideline away from table (AWAY SIDELINE)

TRAIL - NORMAL POSITION - near 28' hash mark a few steps onto the floor - works the arc.

LEAD - NORMAL POSITION - on the baseline inside the arc - get depth if possible - The LEAD must go ball side when ball and formation warrant it.



## LINES OF RESPONSIBILITY – Basic Frontcourt Responsibilities



Lead – end line and the sideline nearest the lead up to the foul line extended.

Trail – division line, the sideline nearest the trail and the opposite sideline above the free throw line extended.

This is a difficult situation for 2 officials. Most of the time the out of bounds calls on the opposite side are obvious. The close ones are difficult but are few. You might miss an out of bounds call, but better that than miss an off the ball elbow to a players head because no one is watching. Off the ball coverage is more

important than an occasional missed sideline violation.

**Boundary Coverage: Backcourt**

*TRAIL- will cover the sideline closest and the backcourt end line.*

*Lead – will cover the sideline closest and the frontcourt end line.*

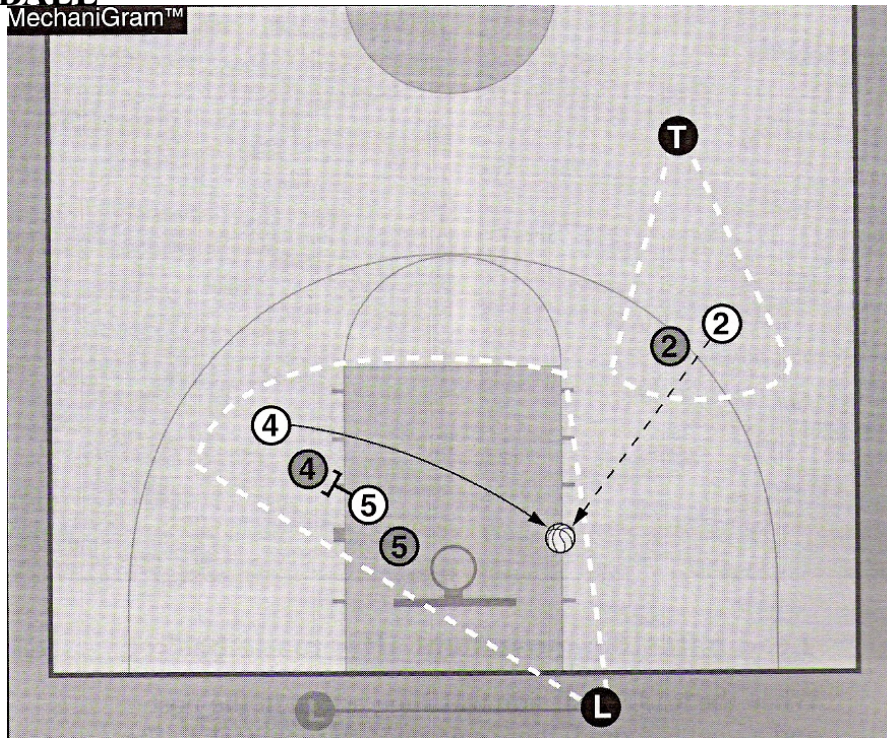
*The Division Line is shared responsibility. It depends on who is closer and has the better angle.*

TRAIL has responsibility for all three lines in the backcourt unless there is more than one on one pressure on the ball.

**Court Coverage**

- The trail 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.
- Coverage areas shift depending on where the ball is.
- Moving ball-side improves the leads view of low-post action closer to the trail.

**ON / OFF BALL –**



**LEAD** – is on the ball when it is below the free throw line extended on your side and between the arc and the free throw lane on the **TRAIL'S** side. (if the **LEAD** delays in coming ball side – the **TRAIL** must stay with the ball until the **LEAD** picks it up) (**OPEN AND CLOSE SHOULDERS TO SHOW ON/OFF BALL**)

**TRAIL** - 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 **TRAIL'S** side of the floor.

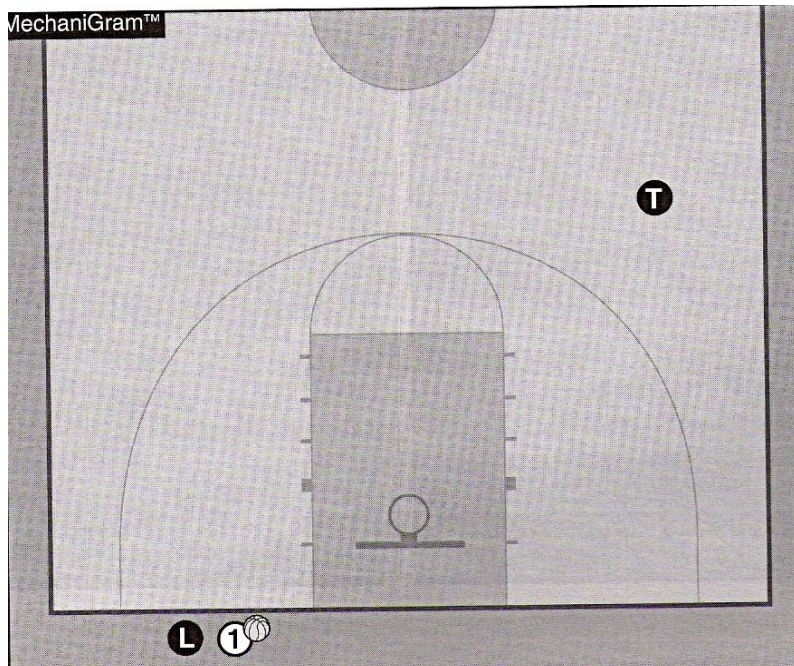
**BOTH** – BALL IN PAINT

**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.



**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 TRAIL 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 lead referee the rebound.

**3 POINT ATTEMPT:**

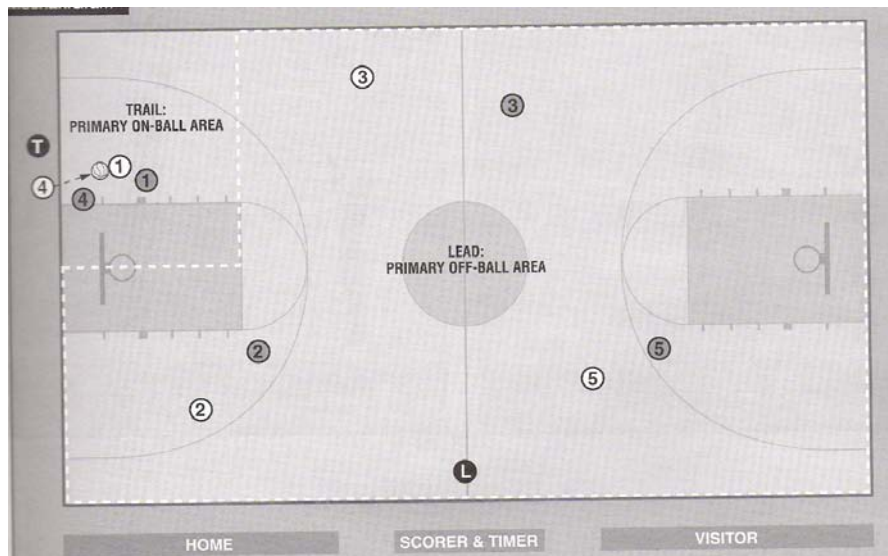
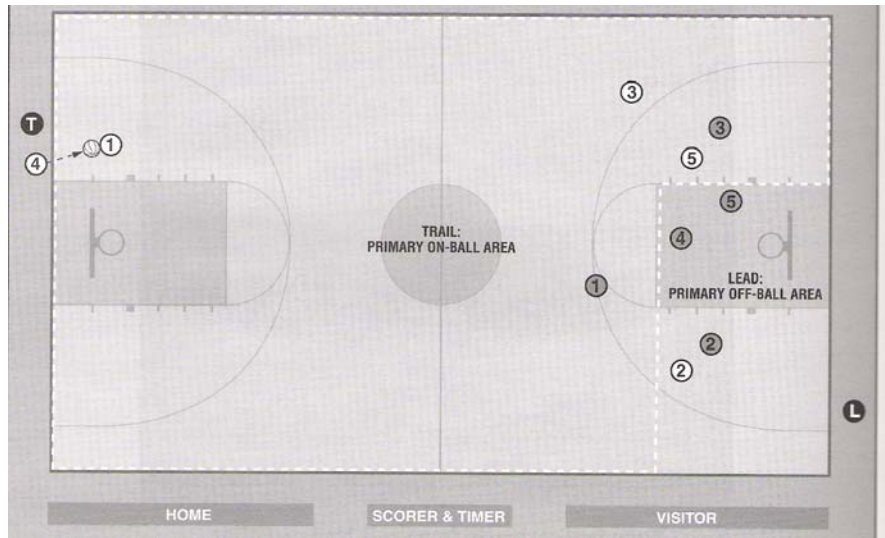
LEAD – is responsible for the 3 point attempt from the free throw line extended to the baseline on your side.

TRAIL - has everything else - if the ball is in your area, give the attempt signal stay with the shooter and then give the good signal if it goes in. The TRAIL ONLY – will mirror the good signal. Decide who will stay with the shooter when both signal – (NORMALLY TRAIL)

**PRESSING SITUATIONS -**

**(1 ON 1 SITUATIONS)**

-TRAIL needs to work sideline to sideline in the backcourt.  
TRAIL has primary responsibility for all 3 lines in the backcourt.



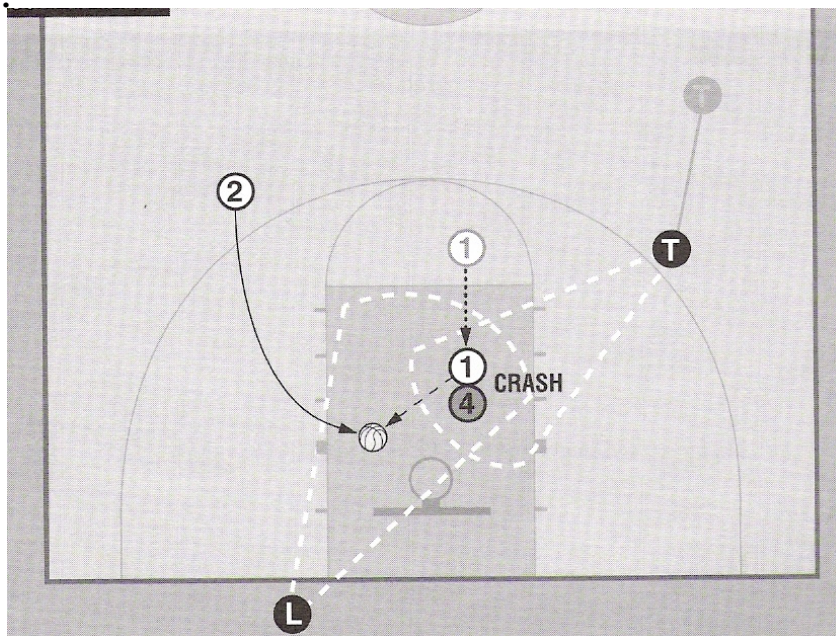
(MORE THAN 1 ON 1 PRESSURE) - LEAD must not BAIL OUT - must come up and help out in pressing situations. - first look is off ball – (screens/holds, etc) help TRAIL with out-of-bounds on your sideline - LEAD is responsible for actions of deep players - position body and eyes so that no one behind you is out of your sight.

**PASS / CRASH SITUATION:**

LEAD takes the pass (ball) -  
- TRAIL takes the collision

On the long pass - fast  
break PASS / CRASH -  
LEAD needs to stay with the  
crash also.

(Better the Lead call  
it from 10 - 15 feet away than  
the TRAIL from 50' away)



**THROW-IN  
ADMINISTRATION:**

**BACKCOURT -**

TRAIL administers all backcourt throw-ins. LEAD will diagonally box in the thrower-in and cover his/her lines of responsibility. TRAIL should bounce the ball across the foul lane to the thrower-in to prevent the officials from having to make a switch. The TRAIL should usually bounce the ball to the thrower-in.

**FRONTCOURT -**

TRAIL - administers all throw-ins on his/her sideline. LEAD will diagonally box in the thrower-in and cover his/her lines of responsibility. TRAIL should usually bounce ball to the thrower-in.

LEAD - will handle all throw-ins on his/her sideline and the end line. If the throw-in is on the end line, the LEAD will always have the thrower-in between him/her and the basket and will always hand the ball to the thrower-in. TRAIL will diagonally box in the thrower-in and cover his/her lines of responsibility. If the throw-in is on the sideline below the free throw line extended, the LEAD will stand on the end line near the sideline and bounce the ball up to the thrower-in. TRAIL will maintain his/her position and cover his/her lines of responsibility. If the throw-in is on the sideline above the free throw line extended, the LEAD will come out and make a normal switch and administer the throw-in as the TRAIL. The new LEAD will diagonally box in the thrower-in and cover his/her lines of responsibility.

Whenever the LEAD administers the ball, he/she will blow the whistle before the ball is handed or bounced to the thrower-in. When the LEAD blows the whistle, the TRAIL will raise their arm to mirror the LEAD and chop in time when the throw-in is legally touched.

Before either official begins to administer a throw-in, you must make eye contact with your partner(s) prior to placing the ball at the disposal of the thrower-in.

**COUNTS:**

The visible five-second count (arm flick motion) will be given from the shoulder to the head level, away from the body.

- A. Officials are required to give a visible count on all time limit situations except for the 3 second lane and 10 seconds on the free throw.
- B. Closely guarded (**within 3 feet**) count applies only while a player is HOLDING the ball.

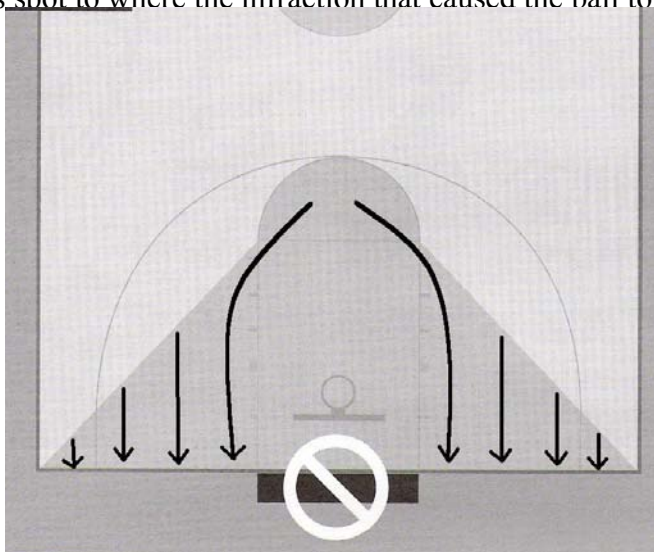
**5 SECOND COUNT AND CHOPPING TIME:**

When the administering official has placed the ball at the disposal of the thrower-in, they will begin the 5 second count. The count should be made with the arm away from the thrower-in, flicking it from the shoulder outward to head level. The administering official shall use the same arm that the count was made with to chop in time to start the clock.

Once the ball is put into play, there will never be a rotation ( switch) from one side of the floor to the other during a live ball. If you start the play as the NEAR official, you will remain the NEAR official until the next whistle determines how and where the ball will be put into play. If you start the play as the AWAY official, you will remain the AWAY official until the next whistle determines how and where the ball will be put into play. The LEAD should go ball side as formation and the position of the ball indicates, but this will not change the lines of responsibility.

**THROW-IN SPOTS:**

With the exception of the throw-in after a technical foul, all throw-ins are made from the closest out of bounds spot to where the infraction that caused the ball to become dead occurred.



**MAKING THE OUT-OF-BOUNDS CALL:**

- A. 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 a closed palm in the direction of their goal. *There is no stop clock signal prior to an out-of-bounds violation.*
- B. Designate the throw-in spot.
- C. Do not turn your back on the play. Keep the players under observation at all times.

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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, with a questioning look, appeal to the other official for help (hold dead ball signal). When an appeal is made, if the other official knows which team is entitled to the ball, he/she will immediately 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 (“Did you see white #15 tip the ball?”) who then will make the final decision. GET IT RIGHT!!! Calling official must change the call.

### **MAKING A VIOLATION CALL:**

- A. Simultaneously give a single sharp blast of the whistle and give the time out 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 a closed palm in the direction of their goal.
- B. Designate the throw-in spot.
- C. Never turn your back when indicating the direction. Keep the players under observation at all times.
- D. ***NOTE: There is no stop clock signal prior to an out-of-bounds violation.***

### **MAKING A FOUL CALL:**

#### **The calling official shall:**

- A. 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.
- E. Identify fouler (color and number), if it is a shooting foul, signal the number of shots with your free hand and identify the shooter. If the foul is in the act of shooting and the ball goes in the basket, give the good basket signal immediately. If it is not a shooting foul, designate the throw-in spot.
- F. 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.
- G. If the foul is a technical foul or intentional foul give only that signal at the point of the infraction. It is not necessary to give the foul signal (*Signal #3*) in these instances.
- H. Before reporting the foul with the scorer, it is the responsibility of the calling official to communicate with your 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 REPORT SEQUENCE:**

- A. Go to a clear area where you are in direct line of sight with the scorer and make eye contact with the scorer. Begin to report the foul to the scorer.

Indicate to the scorer: (in the 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 inbounds spot if it is a non-shooting foul.

**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.**
- b. **This technique will clear up any confusion when reporting double-digit numbers, 22, 33, etc.**
- c. **When reporting, the official should say the number "twenty four" and then show the 2 with the right hand and the 4 with the left. These numbers should be signaled together.**
- d. **Single digit numbers can be reported with either hand.**
- e. **Keep the hands up long enough for the scorer to adjust to the new reporting technique. .**

You may communicate with the scorer as you are walking toward the table for a foul in which you will remain tableside.

- B. If there are substitutions at the table that may enter the game, administer the substitutions and then assume new position.

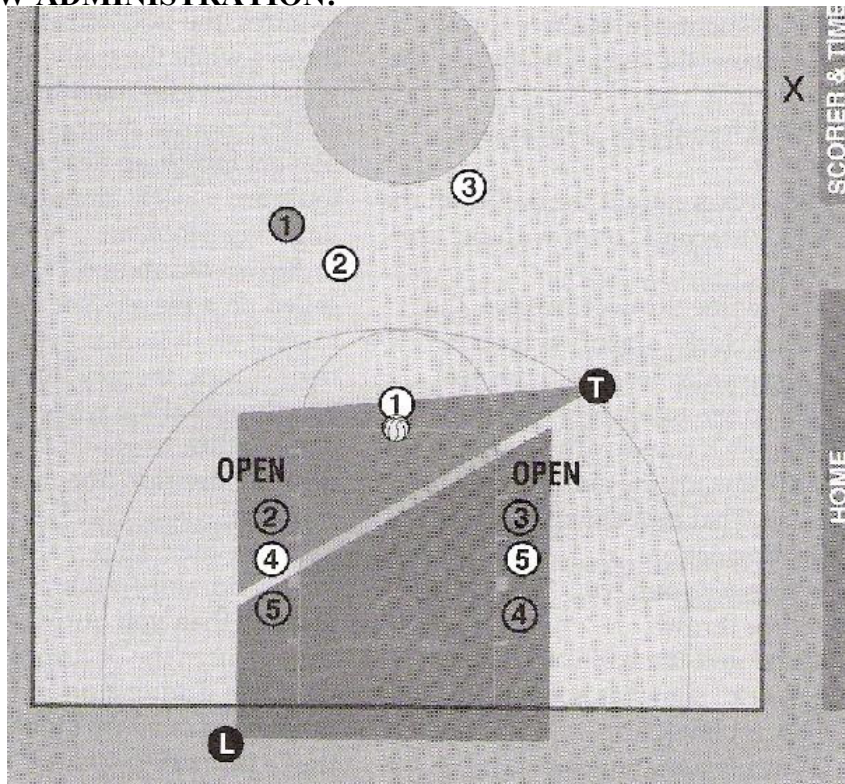
**The non-calling official shall:**

- A. Ignore 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, insure that the proper shooter is at the line.
- G. ~~If the foul was in the act of shooting and 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 as follows, "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. **NOTE: CONTINUE TO OBSERVE ALL PLAYERS.**~~

**SWITCHING AFTER A FOUL:**

- A. The officials shall switch positions on fouls as indicated:  
**There will be no “LONG SWITCH.”** On a non-shooting foul when the throw-in spot is in the team’s backcourt, 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 on the table side of the floor.
- C. On a non-shooting foul in the frontcourt, the calling official will report the foul and become the trail official. He/She will remain on the table side of the floor unless the throw-in is to be administered by the trail opposite the table above the foul line. If the throw-in is to be administered by the lead on the table side half of the floor the lead administers the throw-in by handing or bouncing the ball to the thrower-in and then backing across the lane. This is being done to facilitate communication with the sideline  
**(NOTE: the calling official has the option of going opposite the table if he/she feels that an adversarial situation has or may occur)**
- D. Early designation of the free throw shooter is mandatory.
- E. 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:**



**LEAD** – is responsible for both first lane spaces and those players on the opposite free throw lane.

- a. Retrieve ball and step into the free throw lane, directly under the basket.
- b. Check to make sure that the lane spaces are properly occupied.
- c. Verbally inform the players of the number of free throws.

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- d. Take a final look at the scorer's table.
- e. Bounce the ball to the free thrower (if the bounce is errant or the free thrower does not catch the ball, readminister it).
- f. If there will be additional free throw(s), take a position next to and slightly behind the player in the first lane space. If the ball is to remain in play after the free throw, take a position a couple of steps behind the free throw lane line and a couple of steps behind the end line.
- g. If the 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.
- h. *Lead will always be opposite the table and administers all free throws from the end line. (Exception: Technical Foul)***

TRAIL – is responsible for the shooter, anyone not in a marked lane space, those players in the second or third lane spaces opposite him/her and the flight of the ball.

- a. Take a position high enough 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.
- b. Signal the number of free throws to be attempted, then drop arm(s). NO visible count is given.
- c. If the ball is to remain in play if missed, raise hand (open palm) on release and step down toward the end line. Start the clock when the ball is legally touched.
- d. Assume normal rebounding responsibility.
- e. *Trail will always be near the table. (Exception: Technical Foul)***

### **Technical fouls:**

- a. The official who calls the technical foul reports it to the table and then goes across the at the division line.
- b. The non-calling official makes sure the free throws are being attempted at the right basket and will become the LEAD and administer both free throws from the end line.
- c. After the last free throw, the lead will bounce the ball to the calling official at the division line, who will become the TRAIL and administer the throw-in.

### **Double foul:**

On a **double personal foul, double intentional 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 backcourt 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/flagrant fouls -**

- a. Make the normal switch, the LEAD will administer both free throws from the end line.
- b. After the last free throw, the official responsible for the end line or sideline nearest the spot of the foul will administer the throw-in. **(use common sense)**

## NYSGBOA Two-Person Mechanics

**TRAIL** – when the offense walks the ball up the floor (no pressure) say a step behind the ball – this is your chance to catch a breath – work the ARC – when you make a call in the paint, you need to come in strong and sell it – don't stand out near the sideline and point – when the LEAD comes strong side, the TRAIL need to deepen up to help rule on the skip pass that goes out of bounds.

**LEAD** - get depth on the baseline – don't get caught standing on the baseline –move to improve your angles, not just for the sake of moving – look between the players not through them – don't turn your back on the play in transition keep your eyes and face toward the floor – do the same on the baseline out of bounds call – (use a drop step when signaling)

DON'T give blocked shot signal unless you need to signal a tipped ball that goes out of bound

**DOUBLE WHISTLE** – EYE CONTACT – COMMUNICATE –

**On a FOUL** – *goes to the person whose primary area of responsibility the play is in.*

**DISCUSS IN PRE-GAME !!!!**

OPEN HAND / CLOSED HAND SITUATION – get together and decide what happened first.

**FAST BREAK** – cut the corner – beat the players to the paint (you know where they are going)

**POST PLAY** – Don't let it get rough – talk to the players if possible – Blowing the whistle will clean it up – Review points of emphasis -

**THREE SECONDS** – Concentrate on the post players and players setting screens deep in the lane and then remaining there to rebound.

**TRAVEL** – FIND PIVOT FOOT – player must have control – don't call it because it looks bad – watch the pivot foot on the square up at the three point line –

**BLOCK/CHARGE** – Once the defensive player has established a legal guarding position (2 feet on floor, facing opponent- 45 degrees or more) 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 !!!**

Legal defensive position may not be established out of bounds.

**TIME OUTS** - DETERMINE TYPE OF TIME OUT ----- FULL OR 30 SECOND -----

Calling official reports type of time out (full or 30 sec.) and the color and number of the player or coach that called the time out to the table. When both teams are near their benches signal the timer to start timing. Then get together with partner and communicate how the ball will be put back into play – [who 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 30 second time out] until the 1<sup>st</sup> horn – *Administering official will hold the ball* -

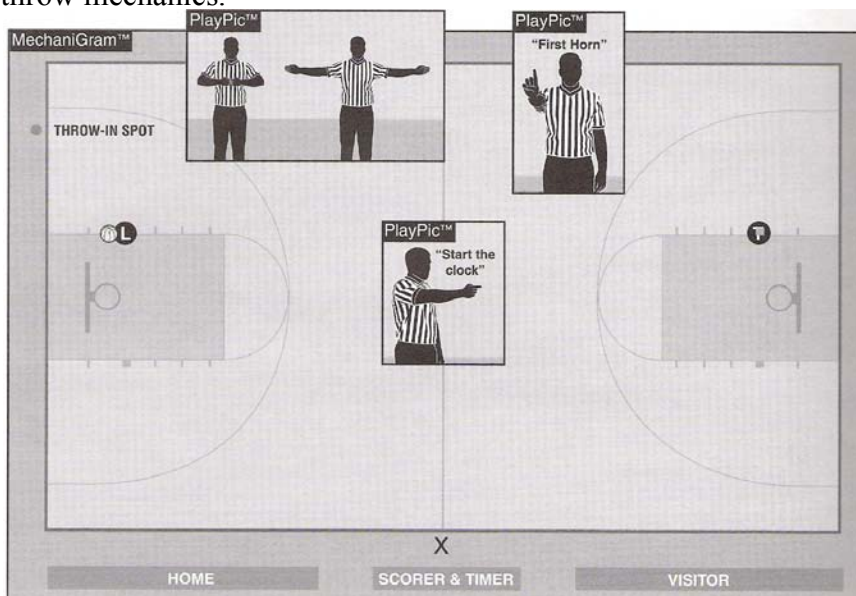
## NYSGBOA Two-Person Mechanics

At 1<sup>st</sup> horn – move toward your team and notify them that the warning horn has sounded – then move to your proper position for resuming play and wait for the second horn. – On a 30 sec. time out, the non-administering official waits at the division line for the second horn and tries to break up both huddles.

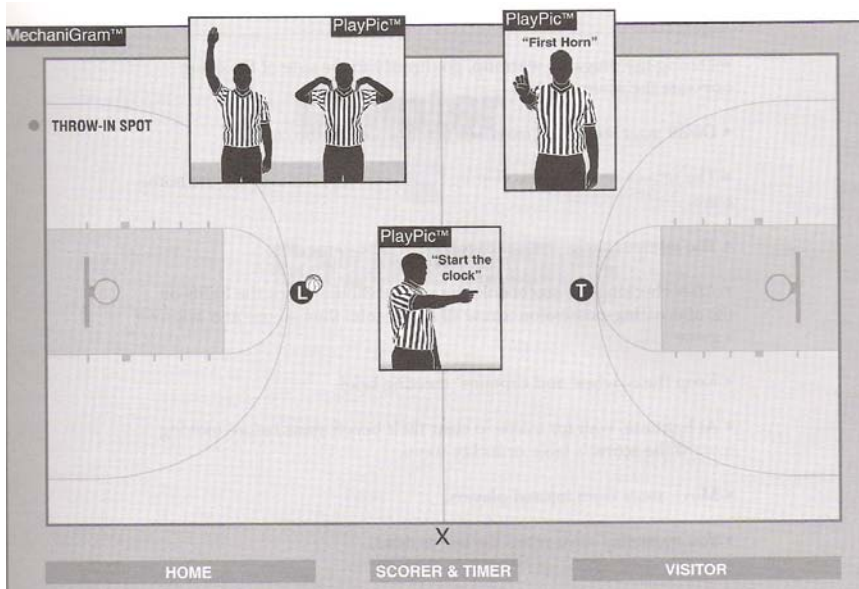
Resuming play procedure – If after the second horn a team is not ready to resume play (on a 30 second time out – the teams only need to have broken the huddle at the second horn) – the administering official on the throw-in will blow the whistle, point in the direction of play, place the ball on the floor or hand/bounce the ball to the thrower-in and start the five second count. The administering official shall sound the whistle before inbounding the ball after any charged time out, after an injury or after any unusual delay. Note: If play is to be resumed with a free throw, follow prescribed free throw mechanics.

4 FULL TIME  
OUTS AND (2) 30 SEC  
TIME OUTS PER GAME -  
A TEAM MAY USE  
BOTH 30'S AT THE  
SAME TIME (TREAT AS  
A FULL TIME OUT)

**Court Positioning: 75  
second timeout**



**Court Positioning: 30  
second timeout**



**PLACING BALL AT DISPOSAL OF FREE THROWER OR THROWER-IN:**

If in either of these instances, the official is ready to administer the ball and the player delays in becoming ready to accept the ball, the official shall blow the whistle, place the ball on the floor and begin the count.

**POSITIONS BETWEEN PERIODS :**

During the intermissions between the 1<sup>st</sup> and 2<sup>nd</sup> periods and between the 3<sup>rd</sup> and 4<sup>th</sup> periods, the officials will assume the same positions as during a full time out and the same duties as during a 30 second time out. However, the resuming play procedure will not be used.

**SHOT AT THE END OF A PERIOD:**

Almost always the TRAIL'S CALL. During pre-game conference – Talk over who will take ... Long pass and quick lay up or jump shot ..... 3 point shot from the LEAD'S area. You must signal IMMEDIATELY.... DON'T WAIT UNTIL PLAY IS OVER.

**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 foul or violation where a throw-in spot is to be utilized, the official nearest the table 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 partner know to put the ball at the disposal of the thrower-in.

On a dead ball after a foul and one free throw or one and one free throw attempts are to be administered, the reporting official will recognize and complete the substitution procedures.

During multiple free throws when there are substitutes at the table, prior to the last free throw, the TRAIL will recognize the substitutes, bring them onto the floor and complete the substitution procedures.

Substitutions may be made if the final free throw is successful. The new TRAIL will complete the substitution procedure.

Before beckoning substitutes, officials should insure that the ball is not about to become alive 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 DQ, 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.

**SIGNALS:**

NYSGBOA officials will use only the signals prescribed in the NCAA rules book.

***There is no stop clock signal prior to an out-of-bounds violation.***

**INJURED PLAYER :**

**SERIOUSLY OR APPARENTLY SERIOUSLY [STOP IMMEDIATELY]** - Her team is in possession – she is in a scrimmage area - her opponents are not attacking the basket ...[STOP IMMEDIATELY]

-If the other team has a scoring play on ...LET IT GO -- when the shot is taken -- 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 alternating possession process. As soon as the other team stops attacking the basket (pulls the ball out) BLOW WHISTLE and attend to the injured player. During this time 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 - NO TIME OUT - If she is not ready to play immediately or needs help from the bench – and is substituted for -NO TIME OUT - If she remains in the game – her team is charged with one time out no matter how long it takes her to return. *The time out must be a 75 second time out.*

- A player who is bleeding or loses her glasses or a contact lens...[STOP IMMEDIATELY] Allow for 20 seconds to remedy the situation before instructing the player to leave the game.

**DISQUALIFIED PLAYER:**

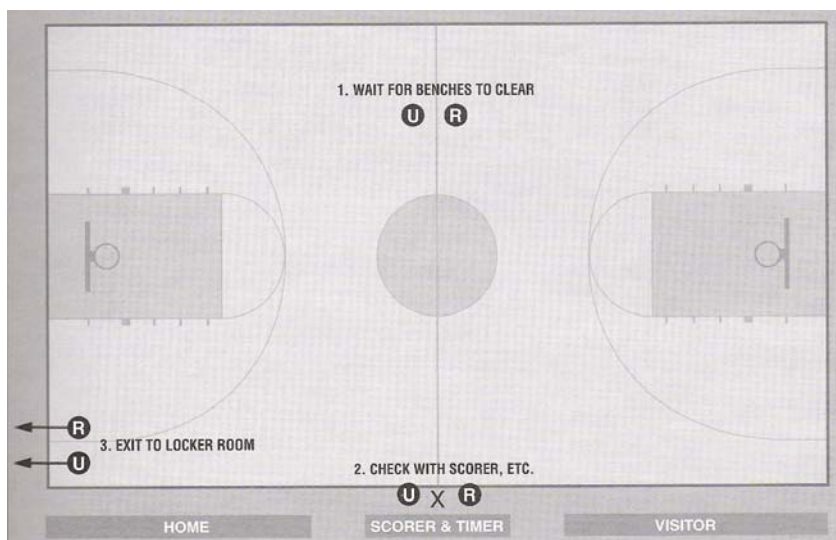
- Calling official will notify partner that the player has five fouls.
- Calling official will notify the player that she has five fouls.
- Calling official will notify the coach that it is the player’s fifth foul and a substitute is necessary. - - When the substitute reports, she must enter the game immediately.
- If the coach does not have a substitute ready to report, the calling official will tell the clock operator to start timing **20 seconds** with the 1<sup>st</sup> horn sounding at 15 seconds and the 2<sup>nd</sup> horn sounding at **20 seconds**.

A delay of game DIRECT Technical Foul shall be addressed to the head coach if the player has not been replaced after **20 seconds**.

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

**End of first half / halftime:**

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



## NYSGBOA Two-Person Mechanics

1. Change the possession arrow.
  2. Make sure scorebook is correct *and that the official book remains at the scorer's table during the halftime intermission.*
  3. Arrange with the timer to notify the officials when there are 4 minutes remaining in halftime.
  4. Arrange with the timer to remind both teams when there are 3 minutes remaining in halftime
  5. Have the timer start the halftime clock.
- b. 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 are not 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 referee will insure that the timer has notified both teams that there are three minutes left. Assume the same responsibilities as pre-game. With 1 minute remaining, the umpire will retrieve the ball from the scorer's table and toss it to the referee opposite the table to administer the throw-in at the division line. **The umpire will remain at the division line until the teams break their huddles.**

The R will make sure:

- a. the ball is awarded to the proper team.
- b. to indicate to the thrower-in that the throw-in is from a designated spot.
- c. there are 5 players on each team.
- d. to get eye contact from the U that the U and the table is ready.
- e. to blow the whistle.
- f. to bounce the ball to the thrower-in to start the second half.
- g. After the throw-in, glance at the table to make sure that the possession arrow was changed and both officials need to glance at the game clock to make sure it has started.

### **Overtime –**

The referee 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 full length 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. ( 5 minutes for college) WITHOUT teams changing baskets.
- d. Officials will assume the same positions they did to start the game.
- e. The referee 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 has started.

## NYSGBOA Two-Person Mechanics

### **End of the game –**

During the pre-game instruction, the referee should pre-arrange a signal with the scorer by which they will confirm that the final score is correct and the referee will approve the score. After the horn to end the second half has sounded, the referee will check with the scorer and approve the final score. When both officials leave the playing court at the end of the game, the official's jurisdiction ends and the final score is approved.

Officials shall assemble on the court nearest the exit to the official's dressing room and leave the court together. Official's 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 may discuss any controversial calls or unusual play situations, any mechanical problems or any rules questions.

**HUSTLE!!!!!!! BUT DON'T HURRY!!!!!!!**

### **THINGS TO AVOID**

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 PARTNER IS READY

DON'T CALL TRAVEL OR HIGH DRIBBLE BECAUSE IT LOOKS BAD – SEE THE  
WHOLE PLAY

DON'T CALL 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 – OR YELL AT PLAYERS OR COACHES

DON'T STICK "T" SIGNAL IN COACHES FACE

HAVE GUTS WHEN "T" IS WARRANTED – DON'T PRETEND YOU DIDN'T SEE IT

DON'T WALK OUT THERE ..... HUSTLE!!!!!!!

DON'T TAKE THE GAME AWAY FROM THE KIDS!!!!!!!!!!!!!!!

Updated 11/26/07