



Two-Person Mechanics

New York State Girls Basketball Officials Association

www.nysgboa.com

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 and mental 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 committee makes 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 not pleated); 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 games. Communication with the news media should only occur between the organization's 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 challenging and requires a well-conditioned body and alert mind. **Those who have poor vision, cardiac abnormalities, 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 decrease his/her efficiency is a mistake.

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 ensure 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.

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D. CONSISTENCY:

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

E. ALERTNESS:

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

F. PRE-GAME CHECKLIST:

- 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 ensure proper game coverage and control.
- o Check equipment and test game ball on the playing surface. **Be sure it is a women's ball.**
- o Referee instructs scorers, game timer, and shot clock operator.

SECTION 3: DUTIES OF OFFICIALS

PRIMARY DUTIES OF THE REFEREE

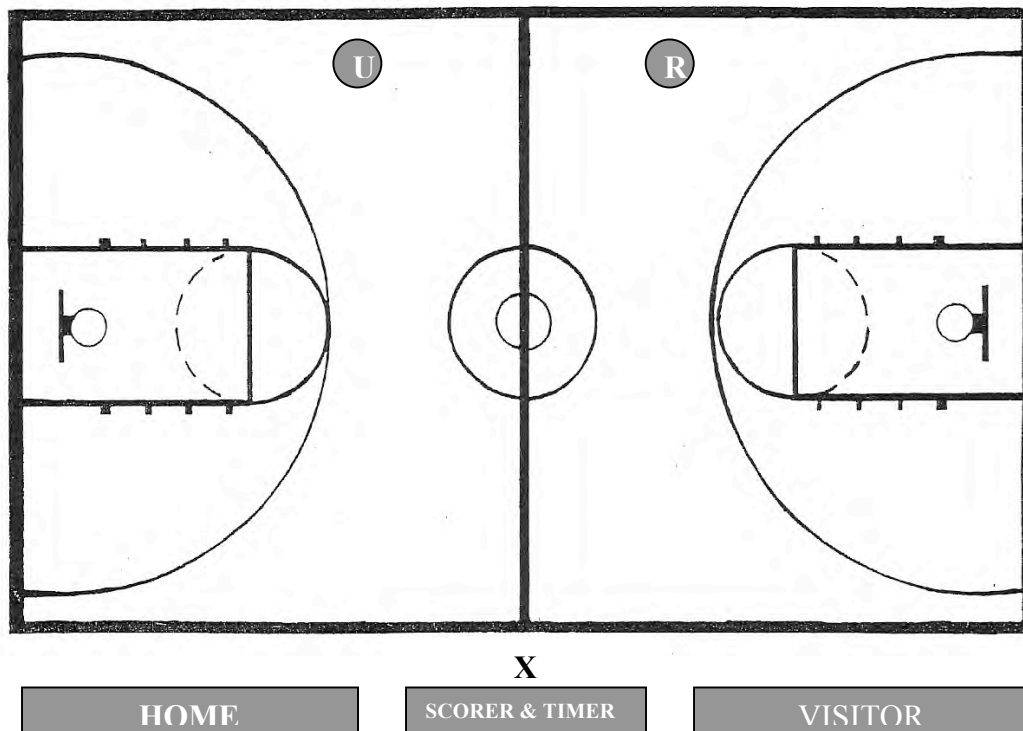
- A. Serves as official in charge.
- B. Checks and approves equipment; ball, timing device, horns.
- C. Inspects court and ball.
- D. Instructs scorers and timers in their duties.
- E. Decides whether or not a goal will count in the case of a disagreement.
- F. Designates official scorer, game timer, and shot clock operator.
- G. Examines scorebook at the end of the 1st half.
- H. Forfeits game when conditions warrant.
- I. Ensures 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, **including one additional 75 second (full) 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:



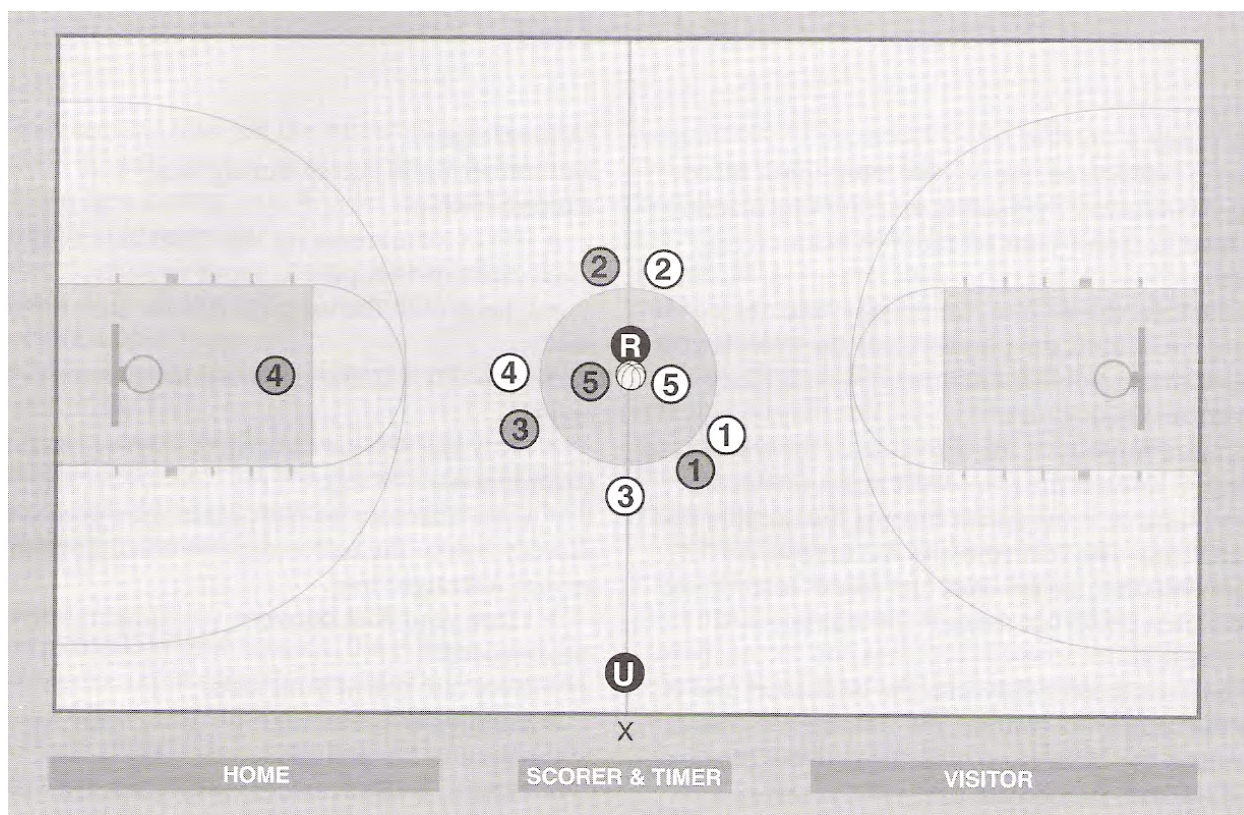
Arrive 15 minutes before game time – go to hash marks(R watches V, U watches H)
Count players on your teams

14:30 MINUTES– 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 *WILL STAY ON THE COURT. AT THIS TIME, THEY WILL BE WATCHING EACH TEAM FOR ILLEGAL EQUIPMENT SUCH AS HEADBANDS, JEWELRY, ETC. ALSO, WATCH PLAYER TENDENCIES—ability to shoot 3 pointers, lifts pivot foot prior to dribble, etc..*

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 ensure 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 ensure he/she and the table are ready to begin, **the captains are ready to play and the players are lined up properly for the jump ball**. Notifies players to freeze momentarily, blows the whistle, **takes the whistle out of his/her mouth prior to the toss (to avoid injury)**, enters the circle and tosses the ball between the two jumpers. **Do NOT signal which team is going in which direction prior to the toss**. During the toss, the tossing official is responsible for the two jumpers and the toss. After the toss, the tossing official should freeze in the jump circle area until all the players have cleared the area and then should glance at the table to 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

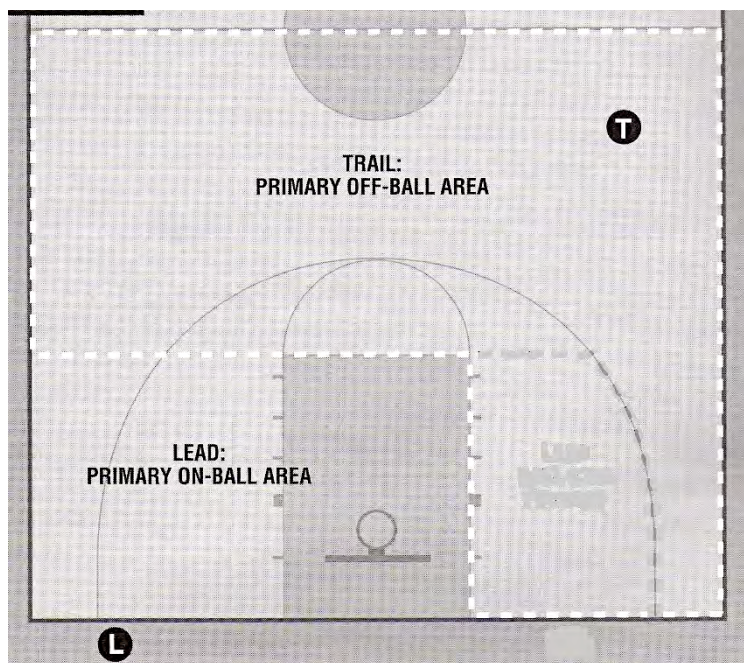
Position -

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.



Boundary Coverage: Backcourt

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

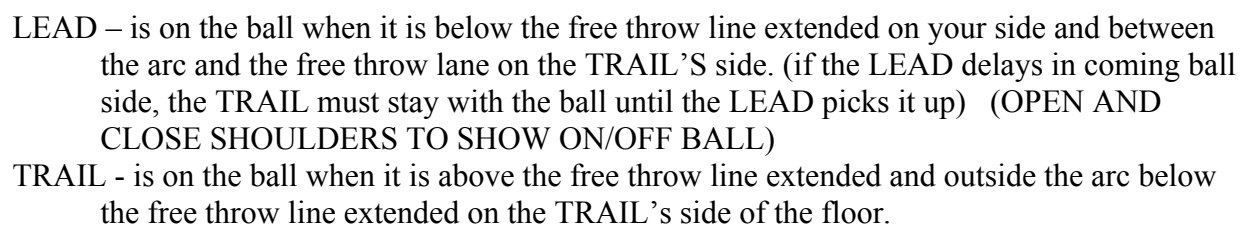
Lead – will cover the sideline closest and the frontcourt end line.

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

- ## ON / OFF BALL –



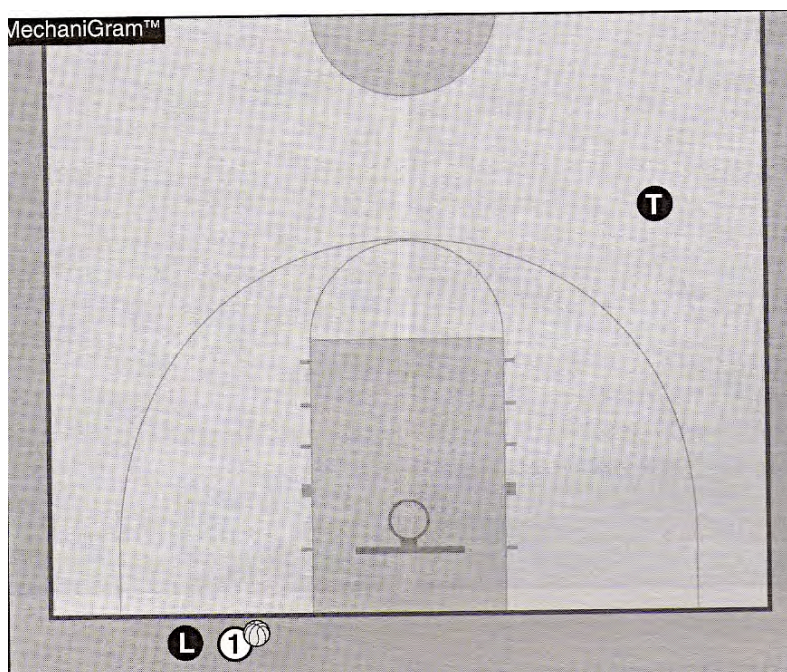
BOTH – BALL IN PAINT

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.

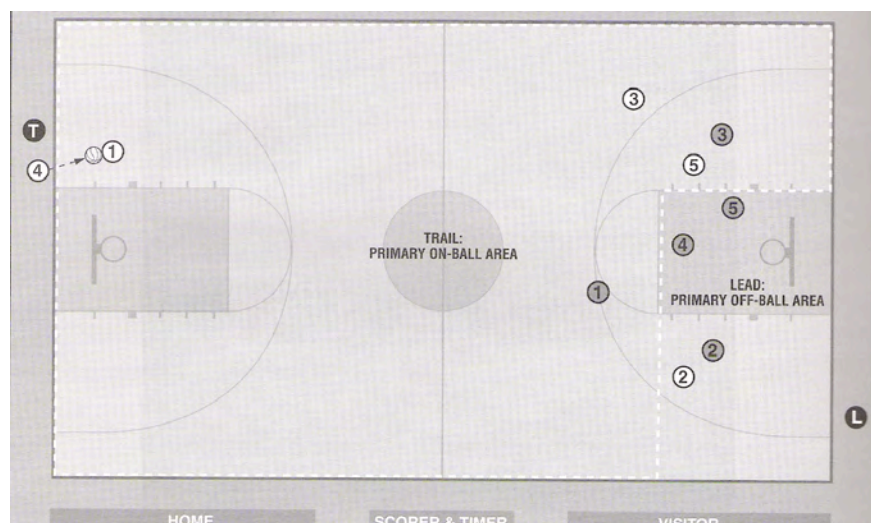
TRAIL - has everything else - if the ball is in your area, give the attempt signal stay with the shooter and then give the good signal if it goes in. The TRAIL ONLY – will mirror the good signal. Decide who will stay with the shooter when both signal – (NORMALLY TRAIL)

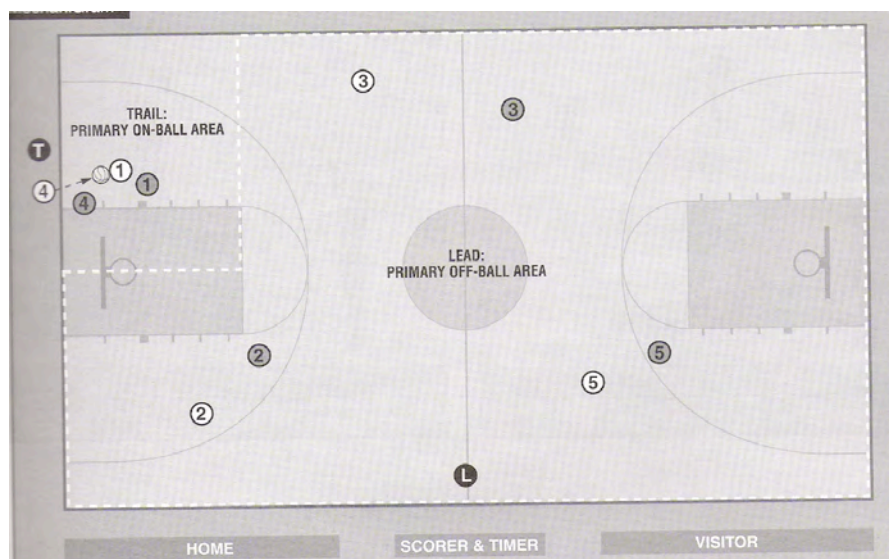
PRESSING SITUATIONS -

(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.

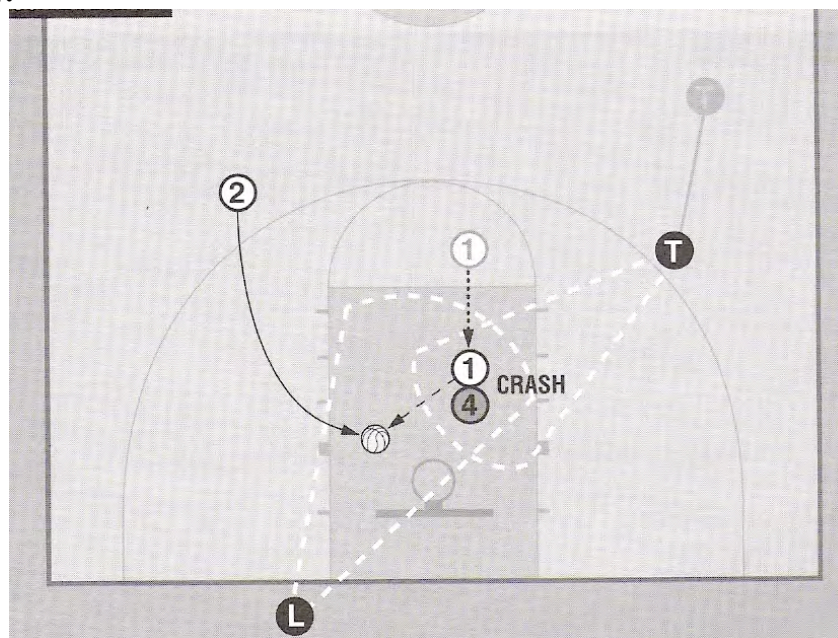
PASS / CRASH SITUATION:

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:

BOTH OFFICIALS shall:

- 1) Give enough time for the teams to get ready.
- 2) Make eye contact with your partner.
- 3) Hand or bounce the ball to the thrower-in. **NEVER TOSS THE BALL!**
- 4) The non-administrating official shall focus on the player off the ball. This official should NOT BAIL OUT, leaving her/his partner.

In the frontcourt

LEAD- will administer all throw-ins on the end line or on the Lead's sideline below the free throw line extended of the offensive team's frontcourt. He/ she will:

- 1) Hand the ball to the thrower along the frontcourt end line or bounce the ball to the thrower along the sideline below the free-throw line extended.

Exception: When after a foul call, the calling official will go ball side, if the throw-in is on the baseline table side, then the Lead will bounce the ball across the lane to the thrower .

- 2) Position is on the outside between the player and the sideline. **Except: following the exception above.**

- 3) Sound the whistle prior to handing the ball to the thrower along the baseline or sideline below the free-throw line extended.

At this time the TRAIL will raise her/his arm to mirror the LEAD in chopping time in while focusing on the players off the ball.

When the thrower muffs the handoff/ bounce pass, the throw-in should be re-administrated.

- 4) Start a visual five-second count at shoulder level, using the arm farther from the thrower-in.
- 5) Use the counting arm to chop in time when the ball is touched by any player on the court.

In the frontcourt continued:

TRAIL- will administer all throw-ins on her/his sideline and above the free-throw line extended on the Lead's sideline.

***If the throw-in is above the free throw line extended on the Lead's sideline, the Lead will go ball side on the baseline or to the other side of the lane depending on the players positions and have the other sideline responsibility.**

The Trail will:

- 1) Bounce the ball to the thrower.**
- 2) Position will diagonally box in the thrower and cover her/his lines of responsibility.**
- 3) Start a visual five-second count at shoulder level, using the arm farther from the thrower.**
- 4) Use the counting hand to chop in time when the ball is touched by any player on the court.**

In the backcourt:

The Trail will administer all throw-ins.

If the throw-in is on the opposite side of the lane from the inbounder, she/he bounces the ball across the lane to the inbounder, even if defensive pressure is applied.

COUNTS:

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

- A. Officials are required to give a visible count on all time limit situations except for the 3 second lane.
- B. Closely guarded (**within 3 feet**) count applies only while a player is **HOLDING** the ball **anywhere on the court**.
- C. On a free throw, the TRAIL will give a silent and visible count to enforce the 10- second rule. This is shown with a flick of the wrist at waist level.

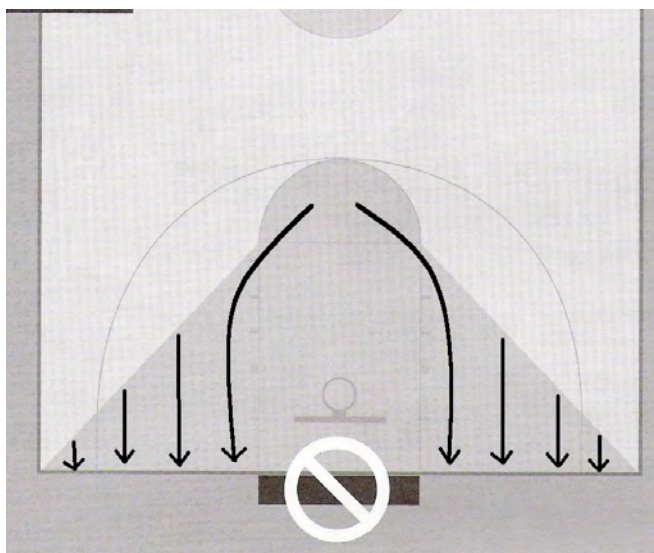
FIVE SECOND COUNT AND CHOPPING TIME:

When the administering official has placed the ball at the disposal of the thrower-in, they will begin the 5 second count.

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 (division line opposite the table), 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 **index and middle finger** 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.

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 **index and middle finger** 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 a flagrant 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.

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- 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. **“Walk and talk” when reporting fouls to the table.**

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.
- f. **Hands should be between shoulder and top of the head (in the window) and arms almost fully extended.**

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

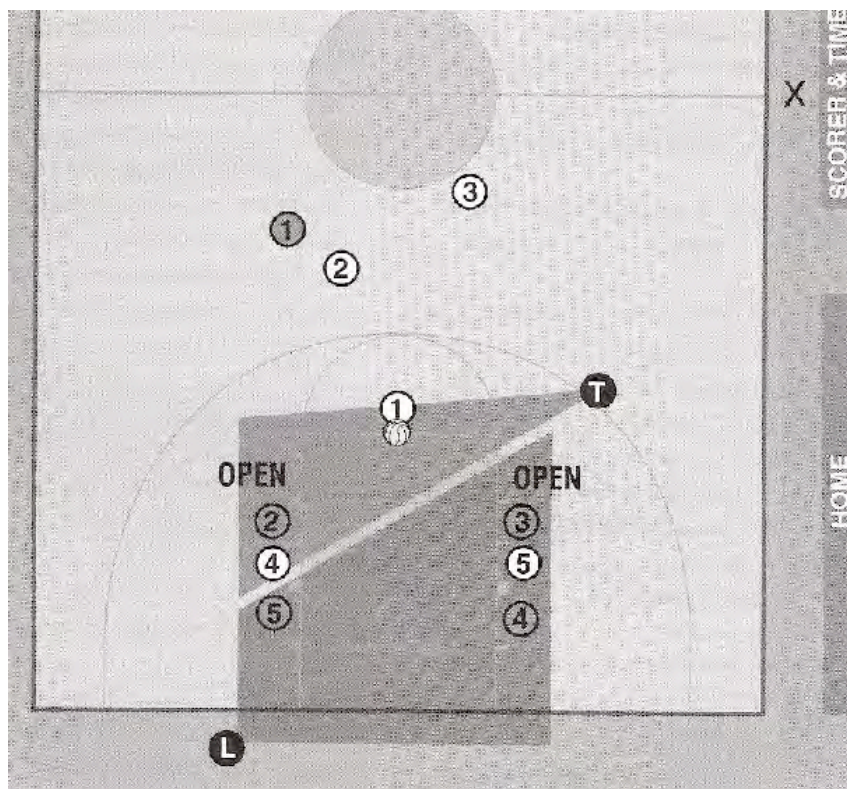
The non-calling official shall:

- 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, ensure the proper shooter is at the line.
- G. If the foul was in the act of shooting, the ball went in the basket, and the calling official has not counted or disallowed the basket, it is the responsibility of the non-calling official to verbally communicate with their partner before the calling official reports the foul to the table. The verbal statement should be 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.
- 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, re-administer 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.

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- b. Signal the number of free throws to be attempted, and then drop arm(s). **Start 10 second count when ball is at disposal of free throw shooter.**
- 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 **court, opposite the table along the sideline and takes a position** at the division line.
- b. The non-calling official makes sure the free throws are being attempted at the **correct** basket and **by the correct shooter. The non-calling official will** administer both free throws.
- c. After the last free throw, the **non-calling official** 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 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.

If there is team possession: Play shall resume at the point of interruption. The shot clock **will not** be reset.

If there is no team possession: The AP arrow shall be used. If there is no change of possession: Play shall resume at the point of interruption. The shot clock **will not** be reset.

If there is no team possession: The AP arrow shall be used. If there is a change of possession: Play shall resume at the point of interruption. The shot clock **will** be reset.

Fouls and Penalties. 10-1 Penalty f. (The following is a correction and should replace what is currently in the book under this rule reference)

Point of interruption for any double personal fouls or simultaneous personal fouls unless only one of the fouls is a flagrant foul.

When the common foul penalty requires free throws, the free throws for the common foul will be administered with no players in the marked lane spaces followed by free throws for the flagrant foul with no players in the marked lane spaces.

Play will be resumed at the point of interruption with the ball awarded to the offended team for a flagrant personal and at the division line for a flagrant technical foul

NYSGBOA Two-Person Mechanics

Flagrant one/ two 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).

TRAIL – when the offense is **dribbling the ball up the floor slowly**, the **TRAIL should be one or two steps behind the dribbler to observe the players in front of the dribbler. The TRAIL should work the arc in the frontcourt by finding an angle to see between the players and not stay back by the division line.** When you make a call in the paint, you need to come in strong and sell it. 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 bounds.

Both officials should never take their eyes off the players. When moving up and down court, keep eyes on the play and players. The new LEAD should be sprinting while looking back over her/his shoulder and NEVER BACK PEDAL.

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 !!!! DO NOT MAKE A PRELIMINARY SIGNAL (BLOCK/ CHARGE-- 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 ----- 75 SECONDS (FULL) OR 30 SECOND -----

Calling official reports type of time out (**75 sec. (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 **75 second (full)** time out or at the top of the arc for 30 second time out] until the 1st horn – *Administering official will hold the ball -*

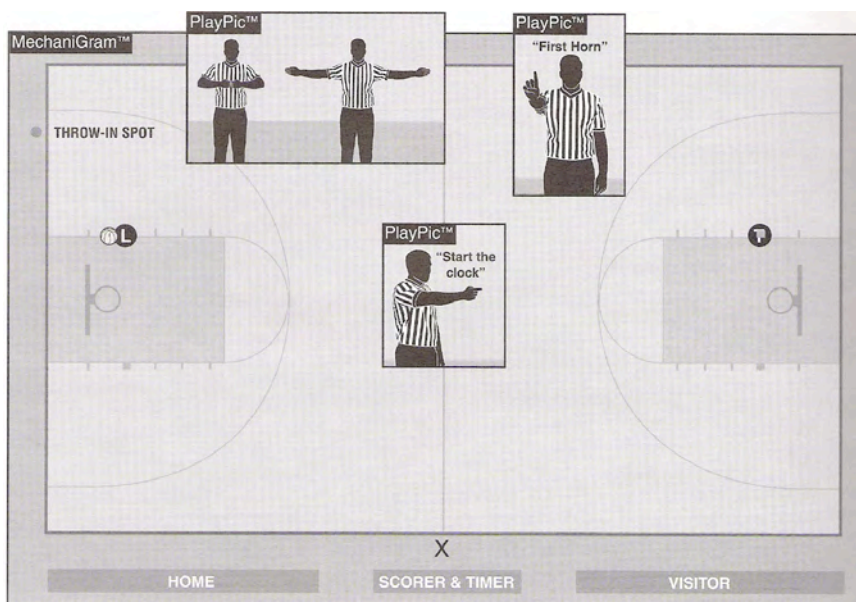
When the warning horn sounds both officials will:

- 1) Move toward the nearest team huddle maintaining a distance of 10-15 feet away, raise the index finger and verbalize “first horn”.**
- 2) If possible, get the attention of the assistant or head coach by making eye contact, and reinforce that the first horn has blown.**
- 3) From this position make your presence known and do something to encourage teams to break and to prepare for play. Clap your hands and say “Let’s go, first horn”, “Your ball white”, etc.**
- 4) Do not leave the area if the team is still huddling until the second horn sounds.**
- 5) When a team is not ready to play at the second horn of a timeout (when a team is making NO movement whatsoever to resume play) the administering official should adhere to the following:**
 - a) Issue a formal warning. This must be record in the scorebook as a “ROP” warning.**
 - b) If a warning has been recorded earlier in the game, then precede with the “Resumption-of-play procedure”: SLOWLY AND DELIBERATELY**
 - 1) Give a long, sharp blast of the whistle to indicate play is about to begin.**
 - 2) Verbally indicate the color of the team awarded the ball.**
 - 3) Signal the direction of the team awarded the ball.**
 - 4) Put the ball at the disposal of the thrower (put the ball on the floor if the offensive team is delaying or give the ball to the thrower if the defense is delaying)**

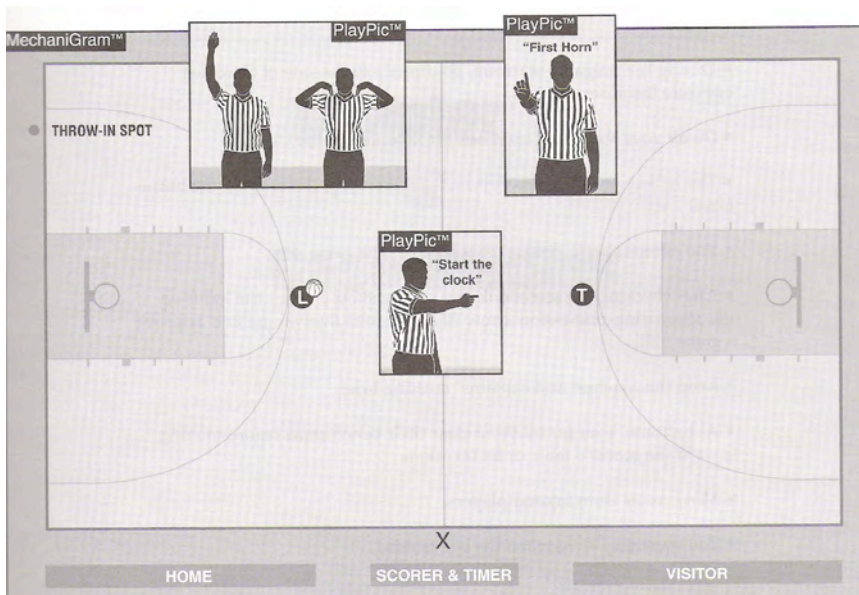
NYSGBOA Two-Person Mechanics

(4) **75 SEC (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 (full) 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 1st and 2nd periods and between the 3rd and 4th periods, the officials will assume the same positions as during a **75 second (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:

IS THE TRAIL'S RESPONSIBILITY. 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...**BE STRONG AND CONFIDENT.... 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 **with either one free throw left or a one and one being 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 ensure that the ball is not about to become live and that the substitute has reported to the scorer and is ready to enter. If substitutes have reported and are at the table when a foul is called that results in a 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 - She remains in the game – *IF THE CONDITION IS REMEDIED WITHIN A GRANTED TIMEOUT THE PLAYER IS PERMITTED TO REMAIN IN THE GAME. (75 sec (full) TO, if none a 30 sec TO can be used).*

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:

- 1) Head coach the player has five fouls.**
- 2) The player that she has five fouls.**
- 3) His/her partner that the player's has five fouls.**

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 1st horn sounding at **5** seconds and the 2nd 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.

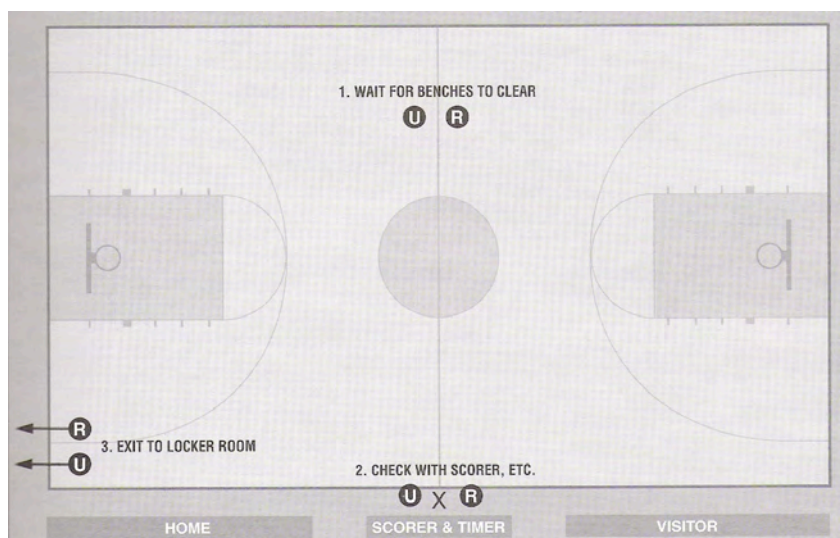
(Note:) The calling official always has the option to go opposite the table and have his/her partner administer the substitution if he/she feels an adversarial situation has or could occur.

(Discuss this thoroughly in your pre-game conference.)

END OF FIRST HALF/ HALFTIME:

Officials will retrieve 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:

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 **clock for the 10-minute half time intermission.**



The officials will leave the court together. They will always be aware of the time remaining on the halftime clock when they leave the floor. The fact that the officials 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 ensure 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. They indicate to the thrower-in that the throw-in is from a designated spot.
- c. There are 5 players on each team.
- d. They get eye contact from the U and that the U and the table are 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 **properly** started.

NYSGBOA Two-Person Mechanics

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 **75-second (full)** 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 **properly** started.

END OF 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 officials' jurisdiction ends and the final score is approved.

Officials shall assemble on the court nearest the exit to the officials' dressing room and leave the court together. Officials' should neither seek nor avoid coaches, nor permit them to enter their dressing room. They should refrain from any discussion regarding their judgments during the game and should issue no statements to the media.

Once the officials are alone, they should have a post game talk during which they 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

**DON'T PUT THE BALL IN PLAY UNLESS THERE ARE 10 PLAYERS ON THE
COURT**

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 9/6/2012