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NFHS
**BASKETBALL
OFFICIALS MANUAL**



ROBERT B. GARDNER, Publisher
Mary E. Struckhoff, Editor
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INTRODUCTION

0.0 2011-13 MECHANICS CHANGES

- 2.2.2.C.6** Crew of Two Only: The Trail will mirror the Lead's stop-and start-clock (chop) signal on a throw-in to ensure proper court coverage.
- New**
- 2.4.4.B.4** A visible signal (point to the table) was added to indicate when the
- 3.4.4.B.4** timer should start the clock on a time-out.

0.1 2011-13 MAJOR EDITORIAL CHANGES

- 2.4.5.A** Clarified that the officials shall return to the court when there is 3
- & 3.4.5.A** minutes remaining in the halftime intermission.
- 2.4.7.B** Text changed to the current concussion guidelines.
- & 3.4.7.B**

0.2 2011-13 MECHANICS POINTS OF EMPHASIS

0.2.1 Reporting Area & Signaling. Just like your signaling sequence at the spot of the foul, your signals and sequence at the table speak a language. Using signals to report to the scorer is just like talking to the scorer, only you're using signals instead of words.

Delay momentarily after signaling the foul at the spot to ensure there is no continuing action or unsporting behaviors among players. There is no need to go all the way over to the scorer's table. Go to the spot within the foul-reporting area that will allow you to properly report the foul and then get the resulting throw-in or free throws started as soon as possible. One of your duties while reporting is watching both benches for bench decorum and substitutes. If you're too close to the table, you lose that perspective.

After moving to the reporting area, stop and square up to the scorer. Stopping is critical. If you're moving while reporting, you increase chances of the scorer missing something. Use one hand to signal the number of the player that fouled. Verbalize the numbers at the same time. When verbalizing a two-digit number, say the full number, not the two parts. For example, a foul on No. 24 should be said, "Blue, twenty-four," not "blue, two-four." When giving a number combination like 22, give a distinct pause between the numbers so the scorer doesn't get confused. Do not spin your hand when giving the second number. That turn can cause confusion.

Slow down when reporting. The game can't restart without you. And when giving the nature or signal of the foul, make sure it's the same preliminary signal you used at the spot of the foul.

0.2.2 Substitutions. The referee should review substitutions prior to the game in a pregame conference with the scorer. Alert the scorer to hold substitutes at the table until those entering players have been properly beckoned into the game. Report any foul before beckoning substitutes.

The official beckoning the substitutes into the game will sound his/her whistle along with a motion allowing that substitute to enter. The whistle, along with the stop sign lets your partner(s) know you've got a substitute and not to resume play until all players have been counted. Keep the stop sign high and visible for your partner(s) to see. If you anticipate that your partner may resume play too quickly, sound your whistle again to make sure the game is not started until all exiting players have gotten off the court.

0.2.3 Game Awareness. Much of adequately managing a game has to do with the prevention techniques that minimize the likelihood of "bad stuff" happening later on in the game. For example, getting teams out of huddles, being approachable, answering the coaches' questions, recognizing a rise in player emotions and stepping in so players know you are aware and watching for any signs of escalation are situations that can be hard to identify unless you make a concerted effort to look for them. It's an area where more experienced officials can mentor and teach younger officials the cues to look for and some strategies to use to defuse those situations.

Officials must be aware of game escalators such as hard fouls, chest bumps, trash talking, bench decorum and behaviors of coaches and players. Prevent those types of situations from becoming more serious by using good communication skills and preventive officiating. Know when they happen and deal with them accordingly. A classic example occurs when you take a proactive role in getting into the fray and talking with players after an aggressive held-ball "scrum." Being aggressive in making your vocal and physical presence known to the players involved prevents a potentially volatile situation from occurring.

"Managing" the game is less defined in the rules books and affords officials some latitude to handle those dead-ball situations. That permission and ability to use more discretion to manage those scenarios will improve the game and overall experience for all those involved. Rather than intuitively reacting to live-ball calls, you can take more time to think about how to take care of the situation during dead-ball periods because time does not have to be an issue. Managing those dead-ball situations can be handled in many different ways by each official and is largely based on experience. Veteran officials usually have learned how to manage the game very well when the clock is stopped. Although you can take the time necessary to make sure you handle dead-ball periods, taking too much time can draw undue attention to your crew and may actually counteract what you are trying to accomplish. There is a fine line that you need to be aware of — address the issue appropriately but do not belabor the point so it detracts from your efforts.

0.2.4 Fighting Situations. In recent years there has been an alarming rate of game incident reports citing “fighting” during basketball games. This document will serve as the protocol for game officials. The scenario shall be covered in every official’s pregame meeting prior to taking the court.

Knowledge of the rules in reference to a fight situation is critical for three reasons: identification of individuals participating, knowledge of subsequent penalties and knowledge of how play is ultimately resumed.

Fighting can be categorized into two groups: One, the ten players legally on the court who participate in a fight situation. Two, all bench personnel leaving the team bench area during a fight or when a fight may break out.

Penalties: Flagrant fouls (technical or personal) and disqualification to each offender, plus one or more indirect technical fouls to the coach when bench personnel are involved. Each foul counts toward the team-foul count, with the exception of the indirect technical foul(s) assessed to the head coach.

- A. **Preventive officiating** — Maintain a high degree of focus so you are not surprised when a fight may break out on the court.
- B. **Be a peacemaker** — Step in between opposing players prior to a confrontation escalating into a fight.
- C. **Find a friend** — Solicit the captains of each respective team to assist in addressing unacceptable behavior of teammates.
- D. **Let’s Get It On** – When all else fails to prevent a fight from occurring, use the following procedures:
 - 1. The official nearest the fight should attempt to keep all other players from participating.
 - 2. The official(s) away from the area on the court where the fight is occurring should focus their attention to the bench areas.
 - 3. Head Coaches may be beckoned onto the court to assist in ending the fight and keeping his/her players from participating in the fight.
 - 4. Officials should not attempt to physically separate the combatants. That is a liability matter. It is the responsibility of host game management to administer crowd control.
 - 5. When the fracas has ended, direct all players and coaches to their respective bench area.
 - 6. Meet as a crew to exchange information, address penalties and discuss resuming play procedure.
 - 7. The referee will then meet with both head coaches at the division line to explain the action to be taken.
 - 8. The referee will then go to the scorer’s table to report and ensure that all penalties are accurately documented in the official scorebook.
 - 9. After the conclusion of the game, file a game report with your appropriate state or local jurisdiction and contact your supervisor immediately.

PART 1 OFFICIATING PRINCIPLES

1.0 CODE OF CONDUCT

1.0.1: Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

1.0.2: Officials shall work with each other and their state associations in a constructive and cooperative manner.

1.0.3: Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues and the public.

1.0.4: Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

1.0.5: Officials shall be punctual and professional in the fulfillment of all contractual obligations.

1.0.6: Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

1.0.7: Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

1.0.8: Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

1.1 BASKETBALL OFFICIATING PHILOSOPHY

1.1.1 Purpose of Rules: The philosophy of the basketball rules is to allow two teams to play so that neither team has an unfair advantage. The role of officials is to enforce the rules. Mechanics are the necessary tool that place officials in the proper position to enforce the rules. This manual is written with those purposes in mind. The philosophy that should be followed is that the rules book and manual are the constant to which everyone has access. The official should enforce the rules as written and follow the manual as written.

1.1.2: Popularity of Game: Basketball officials comprise a very large group of men and women who find great satisfaction in maintaining direct contact with a sport which has worldwide appeal. Basketball is the most popular sport sponsored by state associations who are members of the NFHS. Well over 17,600 state association member schools have boys and girls varsity basketball teams. Also, most schools have a junior varsity team for both boys and girls, and in addition, many have separate teams for sophomores and freshmen. Nearly 1,000,000 boys and girls compete on interschool basketball teams.

1.1.3 Game Officials: For the vast majority of the group, officiating is a satisfying avocation rather than a full-time vocation. Professional, responsible and energetic men and women, who enjoy the activity and the relationships establish and maintained, make up this group. The ability of the schools to make the work attractive enough to continue to command the interest of such people with the personality, sincerity and good judgment, is a very important factor in the administration of a school athletic program. To be of maximum service, these individuals must be fully informed of the purposes and policies of the schools as exemplified in the work of the conference, league and statewide organizations. This is facilitated through the registration, promotion and training programs practiced in the majority of states.

1.1.4 Rules Knowledge: Good officiating is partially dependent on a thorough knowledge of the basketball rules and of all related materials that are published each year. Most of the decisions on the floor must be made so quickly that they come by reflex. The only way the proper reflexes can be perfected is through continual study of all possible situations so that fundamentals and correct interpretations are always clearly in mind. For such study, the following aids are helpful: rules book, case book, simplified and illustrated rules, handbook, preseason guides, Part I and II examinations, officiating mechanics exam, interpretations, PowerPoints, video, discussion at state-sponsored and local meetings, and periodic releases by the state association office.

1.1.5 Language: The language of basketball must be fully understood. Such as: bonus free throw, common foul, double foul, fumble, multiple throw and many other terms as found in the definitions. The technical meaning of “team in control” and understanding of technicalities such as when “continuous-motion” provisions apply are essential. The same thing applies to a clear and definite understanding of exactly when the ball becomes dead and when an act such as a dribble or a free throw ends. Otherwise, many of the statements concerning rules provisions are meaningless. All of the technical terms are a part of the basketball language. No one will have success in mastering the rules without learning to “speak and understand the language.” The definitions portion (Rule 4) of the NFHS Basketball Rules Book should be thoroughly studied.

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

1.1.7 Proper Court Coverage: A good system of mechanics is required to

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

1.1.8 Officiating Fees: Game fees should be agreed upon through friendly negotiations between officials in a given area and those who administer the school program. Attempts to dictate specified fees for any wide area or wide variety of schools or organizations have met with little success and have created problems in some cases. Fortunately for officials and for those who are responsible for administering the school athletic program, there is a healthy overlap of men and women who are interested in both groups. This makes it possible to arrive jointly at a fair fee for a particular area and for a given level of play or size of school. As independent contractors, officials are responsible for reporting and paying all appropriate taxes. Questions should be directed to your tax consultant.

1.1.9 Insurance: If coverage is desired, it is the official's responsibility to secure it, along with any other personal insurance (available through NFHS Officials Association).

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

1.2 PERSONAL CHARACTERISTICS

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

1.2.2 Cooperation: Each official must give full cooperation to coworkers and to the assistant officials. Officials are not limited to calling fouls or violations in their own area of the court. Each official should call obvious fouls wherever they occur and be prepared to help the other official at all times.

1.2.3 Conditioning: Basketball requires a well-conditioned body and an alert mind. A physical examination should be taken at the start of each season and after any illness which might occur during a season. Unless an official is in good physical condition, reaction time and the ability to concentrate in making decisions will be less than satisfactory. Hustle and energy have no substitutes. An official must cultivate the habit of moving quickly and being in position to observe all of the action in any doubtful situation. One extreme is wild, purposeless running. The other is "standing on a dime" and making decisions at long range.

1.2.4 Tact: Tactfulness is a talent that will pay dividends in officiating. A diplomatic manner will often prevent ill will and resentment. Tactfulness encourages a

cooperative attitude on the part of players, coaches and spectators. Use of it goes a long way in creating a willingness to accept decisions.

1.2.5 Courteousness: Politeness is the lubricant for good human relations. Sometimes officials are afraid that politeness implies softness or “politicking.” This is far from the truth. A polite person can be very strict and exacting. Cheerfulness and optimism tend to bring out the same qualities in players.

1.2.6 Fair and Impartial: A good official will be courteous, but will avoid “visiting” with players during the game. Carelessly placing an arm on a player’s shoulder or around his/her waist tends to destroy respect. Loafing in the coach’s office or carrying on long conversations with the coach before, during or after the game may give the appearance of favoritism. If conditions warrant a conference, both coaches should be involved. A player should be addressed by number rather than by name. In addressing the captain of a team, do so by title. The quickest way to lose respect of coaches and players is to get the reputation of being a “homer.” All actions should reflect strict and total impartiality.

1.2.7 Decisiveness: Quick and positive decisions are essential, especially on the close ones. Timidity or hesitation causes a lack of confidence. Self-confidence can be developed. Many decisions can be questioned no matter how they are called. Hesitation in making a decision tends to make everyone waver. The practice of making speedy decisions must be habitual. However, officials should not be hasty when there is a question at the table regarding scoring, timing, disqualification, fouls, the alternating-possession arrow, etc. Take time to try and prevent any mistake or error from being made.

1.2.8 Teamwork: Allegiance to fellow officials implies an active, intelligent desire to carry out the intent of the rules by a well-coordinated team. Each official must be willing to share the responsibility and must avoid attempts to shift the blame. Do not negatively comment about a game worked by another official and never criticize a fellow official when you are a “fan.”

1.2.9 Thick-Skinned: An official cannot be overly sensitive about criticism. If the official has a chip on the shoulder, a surly attitude or a short temper, officiating will be difficult. Most spectator comments during a heated contest should not be taken seriously. It is often a rebellion against authority in general, rather than against an individual in particular. In nearly all cases, critical comments are forgotten after there has been time for reflection. Everyone connected with a team is somewhat biased and prejudiced in favor of any advantageous call and against any adverse decision.

1.2.10 Go Unnoticed: It is not desirable to “show-off” in making a call. The official should remain in the background. It is not the officiating, but the game that is the attraction. An official should not be overbearing, but should not tolerate disrespect from any player. The official should not attempt to “coach” players.

1.2.11 Calmness: Arguments with a player, coach or team representative do not settle anything. After a game, if a coach asks what happened on a certain play, your explanation should be the extent of the conversation. It is unprofitable to try to convince the coach he/she is wrong. An easy way to end the conversation is to say, "Well, Coach, if it happened the way you say it did, I just missed it." Never argue with a player or coach and never lose your temper.

1.2.12 Prevention: An official must anticipate when trouble is brewing. The presence of an official in whom the players have confidence will prevent most of these situations. Being in a position to observe any questionable contact will go a long way toward preventing such contact. When a player attempts to bait an opponent, it is a circumstance that requires immediate attention before it gets out of hand. In some borderline cases, the official can get best results by calling the matter to the attention of the team captain so that the captain can handle the unnatural conduct. The captain should be made to understand that he/she can stop the problem without penalty. The only way the official can stop it is to penalize.

1.2.13 Maintain Control: Clean, fast play is a credit to any team. However, attempts to draw fouls or to go the limit on crowding and disconcerting an opponent have no place in the game. The officials must not tolerate it. Decisive action in calling fouls when rough play begins will avoid later loss of control which often results when warnings are used as a substitute for penalties.

1.2.14 Integrity: An official's word is his/her bond. If you accept a game, be there – on time. If there is some good reason for cancellation, confer with the contest manager and present the facts honestly. Let the manager make the offer to release you if he/she desires to do so.

1.2.15 Courage: A courageous official will be quick to call violations and/or fouls when they occur. Do this consistently without regard to the score, position on the floor, whom it may hurt or how it may affect future relations with the school or coach. Regardless of pressure from fans, coaches or players, the official must go "straight down the middle" and have the courage to call them as they occur. Your honesty must be above reproach or you would not be an official in the first place. It takes real courage to resist pressure and intimidation. To a large extent, the personal reputation of an official will be built on this.

1.2.16 Cardinal Principles: The following items are specific goals and personal attributes that every good official will strive to attain and accepted procedures which should be followed:

- A. Have an understanding of the rules and approved mechanics.
- B. Be on time. Do not cause the contest manager to worry.
- C. Be prepared physically and mentally.
- D. Wear the prescribed uniform in good condition.
- E. Carefully check scoring and timing facilities before each half and at intervals during each half.

- F. Maintain good posture while on the floor and administer your duties in a businesslike manner.
- G. Be professional with fellow officials.
- H. Know the official signals and give them promptly and decisively. Never use unauthorized signals.
- I. Be pleasant but firm and alert.
- J. Do not fraternize with coaches or fans before, during or after the game.
- K. Attempt to maintain poise and calmness at all times.
- L. Do not smoke or use tobacco on or in the vicinity of the court.
- M. Do not consume alcoholic beverages at any time on the day of and prior to a contest.
- N. Do not make any report that might be used by a future opponent as a scouting report.
- O. Do not wear jewelry during the game.

1.3 PREPARATION FOR OFFICIATING

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

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

1.3.3 Proper Mechanics: Good officiating mechanics and techniques will be promoted by frequent study of this official's manual. Knowing and maintaining correct positions on the court is important in administering the rules.

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

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

1.3.6 Advancement: Most officials strive to advance. Either the official improves and advances or he/she goes backward. If the state association has a promotion plan, efforts should be made to move constantly toward the highest rating.

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

1.3.8 Contracts: Contracts for games should be in writing to avoid any misunderstanding as to terms or dates. Many state and local associations provide printed contract forms. Use of these assures orderliness and avoids misunderstandings as to dates, fees and conditions. Every attempt should be made to have something in writing. Be prompt and businesslike in answering requests and in making reports. Confirm a date in writing. About a week before the contest, send a card or note to the contest manager so he/she will know you will be there. Mention the time of the game. If a driver or companion is to accompany you, give this information.

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

1.4 BASKETBALL RULES FUNDAMENTALS

1.4.1: Rules fundamentals are clearly outlined in descriptive material. When these are thoroughly understood, the chance of making an error in decision on some infrequent and uncommon situation is greatly reduced. All of the rules are based on these few fundamentals. Mastery of them enables the official to base the ruling on logic rather than on memory of the proper ruling for each of the hundreds of situations that may arise. The basketball fundamentals are:

- A. While the ball remains live, a loose ball always remains in control of the team whose player last had control, unless it is a try or tap for goal.
- B. Neither a team nor any player is ever in control during a dead ball or jump

- ball when the ball is in flight during a try or tap for goal.
- C. A goal is made when a live ball enters the basket from above and remains in or passes through unless canceled by a throw-in violation or a player-control foul.
 - D. The jump ball, the throw-in and the free throw are the only methods of getting a dead ball live.
 - E. Neither the dribble nor traveling rule operates during the jump ball, throw-in or free throw.
 - F. It is not possible for a player to travel during a dribble.
 - G. The only infractions for which points are awarded are goaltending by the defense or basket interference at the opponent's basket.
 - H. There are three types of violations, and each has its own penalty.
 - I. A ball in flight has the same relationship to frontcourt or backcourt, or inbounds or out of bounds, as when it last touched a person or the floor.
 - J. Personal fouls always involve illegal contact and occur during a live ball, except a common foul by or on an airborne shooter.
 - K. The penalty for a single flagrant personal or flagrant technical foul is two free throws and disqualification plus awarding the ball to the opponents for a throw-in.
 - L. Penalties for fouls are administered in the order in which the fouls occurred.
 - M. A live-ball foul by the offense (team in control or last in control if the ball is loose) or the expiration of time for a quarter or extra period, causes the ball to become dead immediately, unless the ball is in flight during a try or tap for goal. The ball also becomes dead when a player-control foul occurs.
 - N. The first or only free-throw violation by the offense causes the ball to become dead immediately.
 - O. A double personal foul involves only personal fouls and only two opponents; no free throws are awarded and the ball is put in play at the point of interruption. A double technical foul involves only technical fouls and only two opponents; no free throws are awarded, and the ball is put in play at the point of interruption.
 - P. The official's whistle seldom causes the ball to become dead (it is already dead).
 - Q. "Continuous motion" applies both to tries and taps for field goals and free throws, but it has no significance unless there is a foul by the defense during the interval which begins when the habitual trying or tapping movement starts and ends when the ball is clearly in flight.
 - R. Whether the clock is running or is stopped has no influence on the counting of a goal.
 - S. A ball that touches the front face or edges of the backboard is treated the same as touching the floor inbounds, except that, when the ball touches

the thrower's backboard, it does not constitute a part of a dribble.

- T. If the ball goes through the basket before or after a player-control foul, the goal shall not be counted.

1.5 UNIFORM AND EQUIPMENT

1.5.1: The uniform shall be clean and well kept. State association patches or emblems shall be worn as specified. The official uniform consists of the following:

- A. **Belt:** If worn, it shall be black.
- B. **Jacket:** Navy blue or black, all crew the same, if worn. Recommended for wear prior to game.
- C. **Shirt:** Standard black/white vertically striped:
 - 1. Short sleeves – approximately 8 inches in length; with black cuffs
 - 2. “V” neck shirt shall be worn and an undershirt should not be visible
 - 3. Worn inside pants
 - 4. Entire crew shall wear same design and style
- D. **Shoes:** Entirely black with black laces.
- E. **Socks:** Entirely black.
- F. **Pants:** Entirely black, with no flares.
- G. **Whistle:** Black lanyard – recommend black plastic whistle; if metal, it shall have rubber cap – carry a spare.

PART 2 GAME PROCEDURES – CREW OF TWO

2.0 TERMINOLOGY

2.0.1 Ball Side: The location of the ball in the normal frontcourt offensive alignment of a team. In dividing the court down the middle, (using the basket as a center point), end line to end line. The side of the court where the ball is located is ball side.

2.0.2 Ball-Side Mechanic: Refers to the Lead moving across the key area to the ball side of the court, on the Trail's side, resulting in both officials being on the same side of the court. The Lead moves ball side when the majority of players and the ball goes below the free-throw line extended on the Trail's side of the court. This movement will allow the Lead to get a clear view of post play and eliminate being "straight-lined." Primary coverage areas are adjusted when this occurs.

2.0.3 Boxing-In Principle: Refers to both officials, on opposite sides of the court, having all players between them, and having both sidelines and end lines covered.

2.0.4 Bump and Run: A technique when one official "bumps" the other official out of his/her current position and the vacating official "runs" down into a new position.

2.0.5 Close Down: Movement of an official (a step or two) related to movement of the ball. The Trail closes down toward the end line; the Lead closes down toward the nearest lane line extended.

2.0.6 Lead Official: The official positioned along and off the end line. The Lead official may be table side or opposite table; will usually be on the opposite side of the court as the Trail.

2.0.7 Move to Improve: A technique that means to "move your feet" in order to "improve your angle" on the play. Helps to eliminate being "straight-lined."

2.0.8 Opposite Side: The side of court opposite the table side.

2.0.9 Primary Coverage Area (PCA): Area of responsibility for each official.

2.0.10 Straight-Line: Refers to a situation that occurs when an official allows his/her vision to be obstructed by a player or players; having to look through a player's body instead of in between players. When a straight-line occurs, the official is not able to accurately see playing action. The situation is also known as getting "stacked."

2.0.11 Switch: A dead-ball situation created by an official who calls a violation or foul. After a violation is called or a foul is reported to the table, there may be a change in position of the officials.

2.0.12 Table Side: The side of the court where the scorer's and timer's table is located.

2.0.13 Trail Official: The outside official positioned nearest the division line,

approximately 28 feet from the end line (near the top of the three-point arc). The Trail official may be table side or opposite side; will usually be on the opposite side of the court as the Lead.

2.0.14 Working the Arc: A technique that provides the Trail official with better court coverage. Trail will move in a motion that parallels the three-point arc in an attempt to be in closer proximity to the ball and also provides for better coverage of the three-point shot attempt.

2.1 PREGAME

2.1.1 Arrival on Site: Officials should report to the proper athletic administrator at least one hour before game time.

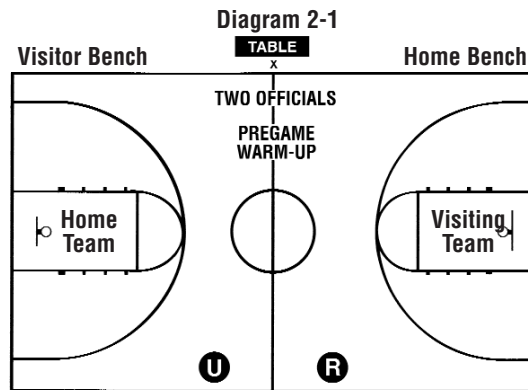
2.1.2 Officials' Pregame Conference: A pregame conference is mandatory. The meeting affords an opportunity for the crew to develop confidence in each other and goes a long way in ensuring a smooth running game. The referee is responsible for conducting the meeting in a private and secure location. The umpire should participate and contribute to the meeting. A sample of an officials' pregame conference can be found in Appendix 4.1.

2.1.3 Pregame Protocol: Two typical pregame protocol guidelines (for a single conference or two conferences) can be found in Appendix 4.2.

2.1.4 Arrival on Court: Enter the court together at least 15 minutes before game time and go directly to the designated positions, on the sideline opposite the table, as follows (see Diagram 2-1):

- A. **Referee:** Approximately 28 feet from the end line, opposite the home team's bench, observe the visiting team's warm-up.
- B. **Umpire:** Approximately 28 feet from the end line, opposite the visiting team's bench, observe the home team's warm-up.

2.1.5 Pregame Duties: Each official has specific responsibilities to perform according to Rule 2 in the NFHS Basketball Rules Book.



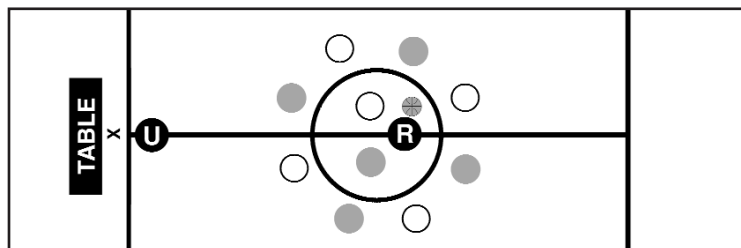
- A. Referee's Duties:** When these duties are performed will depend on what type of pregame protocol is followed as in 2.1.3.
1. Confer with scorer and timer before game time regarding their responsibilities. Recommend they be seated next to each other if they are not.
 2. Authorize the scorer to note and prevent any attempted illegal substitution.
 3. Designate the official timepiece and its operator, the official scorebook and official scorer.
 4. Check game clock and other timing apparatus.
 5. Check device to indicate substitutions and end of a period.
 6. Inspect baskets, boundaries, placement of crowd and extraneous apparatus to see if special ground rules are necessary. Be sure the basket net is loose enough to permit the ball to go through.
 7. Count the number of visiting team squad members. Check the visiting team uniforms and numbers and other apparel for legality, including undershirts and undergarments that extend below the pants. Check for jewelry, illegal casts or braces or any other illegal equipment. Check for illegal headwear or secure authorization from the coach, if the state association has approved.
 8. Obtain the same information from umpire regarding the home team.
 9. Verify the number of team members and starters are designated in the scorebook for each team.
 10. Conduct the coach/captain conferences at the designated time(s). Verify with the head coach that team members are legally and properly equipped and that all participants are expected to exhibit proper sporting behavior.
- B. Umpire Duties:**
1. Count the number of home team squad members.
 2. Check the home team uniforms and numbers and other apparel for legality, including undershirts and undergarments that extend below the pants.
 3. Report to the Referee if any home team squad member is wearing jewelry, illegal casts or braces, or any other illegal equipment.
 4. Report to the Referee if any home team squad member is wearing illegal headwear or secure authorization from the coach, if state association has approved.
 5. Determine whether ball runners are available to retrieve the ball at each end if the court has wide out-of-bounds areas or is on a raised stage or similar platform.

2.2 PUTTING THE BALL IN PLAY

2.2.1 Jump Ball: Method of putting ball in play in the center restraining circle to start game and all overtimes, unless period is starting as a result of a technical foul.

- A. Begin Play:** The tossing official notifies both captains that play is about to begin. Both officials are responsible to count the number of players of both teams.
- B. Referee (or designated tosser):**
1. Face the table. See Diagram 2-2.
 2. Sound the whistle prior to the toss.
 3. Remove the whistle from the mouth prior to the toss.
 4. Toss the ball slightly higher than either person can jump. NOTE: If the toss is poor, either official should immediately sound the whistle; signal the clock should not start and order a rejump.
 5. Have primary responsibility for action of jumpers.
 6. Ensure the proper setting of the possession arrow.
 7. Adjust position based on the umpire's movement.
 8. Be responsible for PCA once control and direction of play have been determined.
- C. Umpire (or non-tosser):**
1. Take a position on the table side sideline, at the division line, facing the referee.
 2. Primarily responsible for the position and action of the eight non-jumpers.
 3. Signal the clock to start when the ball is legally touched.
 4. Move in the direction of the ball.
 5. Be responsible for PCA, once control and direction of play have been determined.

DIAGRAM 2-2



- D. Possession Gained in Team's Frontcourt:**
 1. Umpire (non-tossing official) will move with the ball to become the Lead.
 2. Referee (tossing official) will move into Trail position. See Diagram 2-3.
 3. Lead must be prepared to rule on quick three-point try.
- E. Possession Gained in Team's Backcourt:**
 1. Umpire (non-tossing official) will move with the ball to become the Trail.
 2. Referee (tossing official) will move into Lead position. See Diagram 2-4.

DIAGRAM 2-3

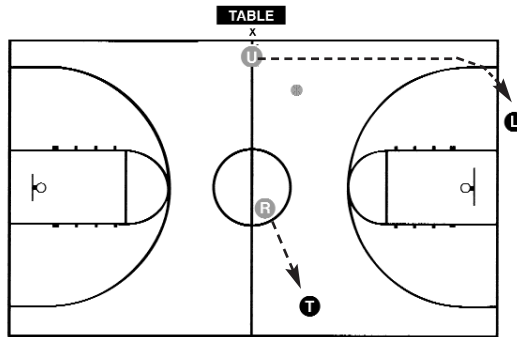
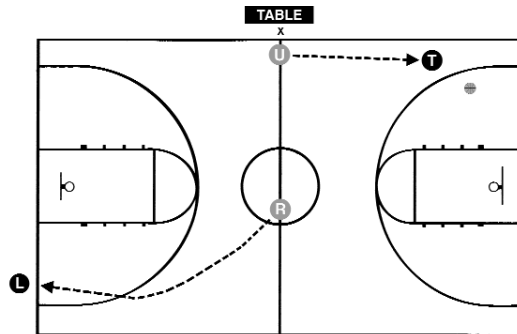


DIAGRAM 2-4

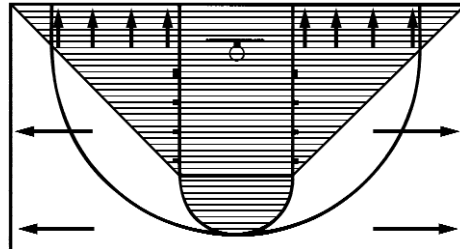


2.2.2 Throw-ins:

A. General Throw-in Provisions:

1. Always indicate the color and direction of the throw.
2. The ball is taken out of bounds at the appropriate spot according to Diagram 2-5. The spot should be designated by the administering official.

**DIAGRAM 2-5
THROW-IN SPOT; THROW-IN COVERAGE**

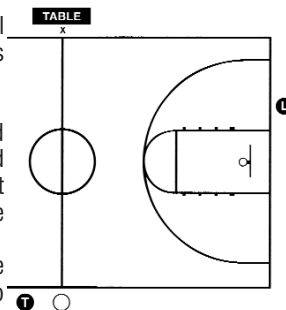


3. The administering official should always make eye contact with his/her partner before handing or bouncing the ball to the thrower.
4. The throw-in team should make a player available to attempt the throw-in. No appreciable delay should be allowed before placing the ball at the disposal of the thrower and beginning the five-second count.
5. When administering throw-ins on the sideline, a bounce is recommended.
6. When administering throw-ins on the frontcourt end line, the ball shall be handed to the thrower.
7. Once the ball is handed or bounced to the thrower, move to observe the action unless the throw-in is following a successful goal, in which case no official need handle the ball prior to the throw-in.
8. The administering official shall sound the whistle to indicate play is about to begin only following a charged time-out, an intermission or an unusual delay.
9. The administering official shall begin the five-second count when the ball is at the thrower's disposal. The count is silent and visible.
10. If the clock has been stopped, the administering official should signal to start the clock when the released ball legally touches a player who is inbounds.

B. Starting a Period:

1. The throw-in to start the second, third and fourth quarters and any extra period shall be administered by the Referee at the division line opposite the table. See Diagram 2-6.
2. Indicate color and direction, designate the throw-in spot, sound the whistle to

DIAGRAM 2-6



alert players that play is about to begin, place the ball at the thrower's disposal.

C. End Line:

1. All end line throw-ins shall be made from outside the thrower; between the side-line and the thrower. See Diagram 2-7.
2. All throw-in spots on the end line shall be outside the free-throw lane-line extended.
3. The Lead should hand the ball to the thrower when remaining in the frontcourt.
4. The Trail should bounce the ball to the thrower in the backcourt, unless there is defensive pressure.
5. When the clock is stopped, use the proper verbal and visual signal to indicate whether a spot throw-in or running the end line privileges are in effect.
6. The Trail will mirror the Lead's stop-and start-clock (chop) signal on a throw-in in the frontcourt. To ensure proper court coverage, the Trail must open his/her position and field of vision to watch both the PCA and mirror the start clock

DIAGRAM 2-7

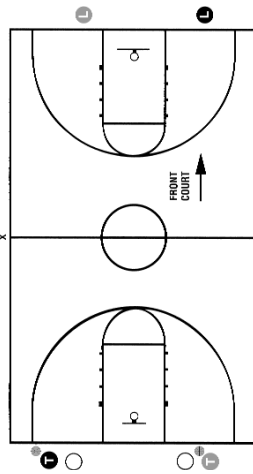


DIAGRAM 2-8

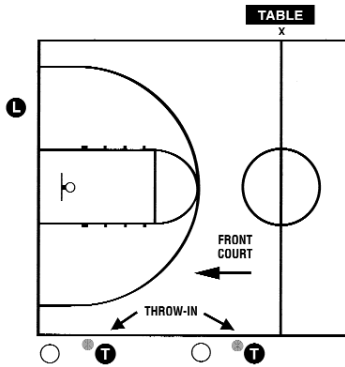
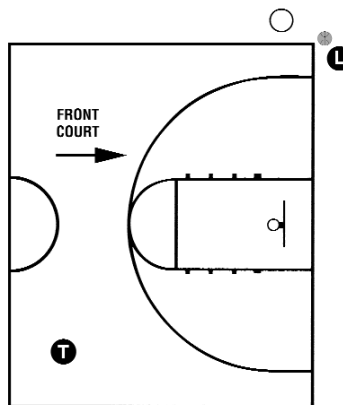
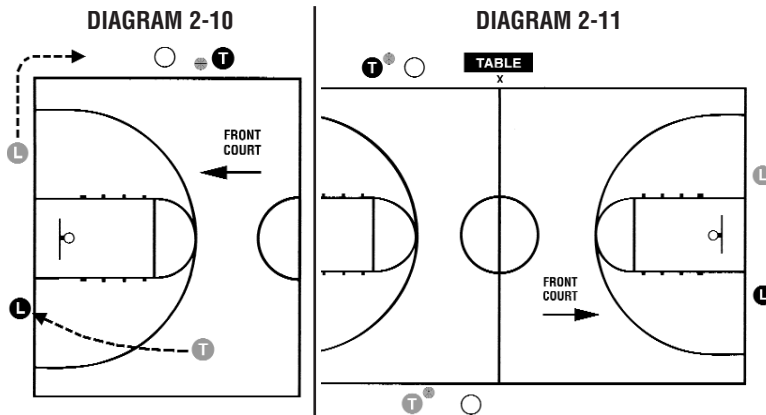


DIAGRAM 2-9



**D. Frontcourt Sideline:**

1. The throw-in is administered by the official responsible for the boundary line. See Diagrams 2-8, 2-9 and 2-10.
2. The official not administering the throw-in shall use the "boxing-in" principle.

E. Backcourt Sideline:

1. The new Trail official shall administer all throw-ins in the backcourt and may need to change sides of the court ("bump and run") depending on the throw-in spot.
 2. The Trail should bounce the ball to the thrower for backcourt sideline throw-ins.
 3. The official not administering the throw-in shall use the "boxing-in" principle. See Diagram 2-11.
 4. If a quick violation or out-of-bounds situation occurs in a team's backcourt and reverses the direction of play so that the throw-in team is in its frontcourt, the ball will be inbounded by the official responsible for that boundary line as in a frontcourt throw-in (see Section 2.2.2 D).
- F. Press:** Should the defense press, the officials will position according to the location of players and continue the "boxing-in" principle. The Lead may start in backcourt and move as play dictates.
- G. Technical Fouls:** After a technical foul, the throw-in shall be administered at the division line opposite the table. See Diagram 2-6.
- H. After a Goal:** If the throw-in is after a goal, the opposing team should be allowed a reasonable time to secure the ball at the end line after which the five-second count is started.

I. Player Coverage:

1. Activity of the thrower and nearby players are the primary responsibility of the administering official.
2. The non-administering official is primarily responsible for players at a distance.
3. Officials should be alert for a time-out request and/or a substitution.
4. If the time-out request or the attempt to substitute is made when it may not be honored, the request should be ignored, and the substitute should not be beckoned.

J. Boundary Plane Violations:

1. If a throw-in plane violation occurs, a team warning is reported to the scorer and to the coach.
2. After one team delay warning of any kind, such a violation is a team technical foul.

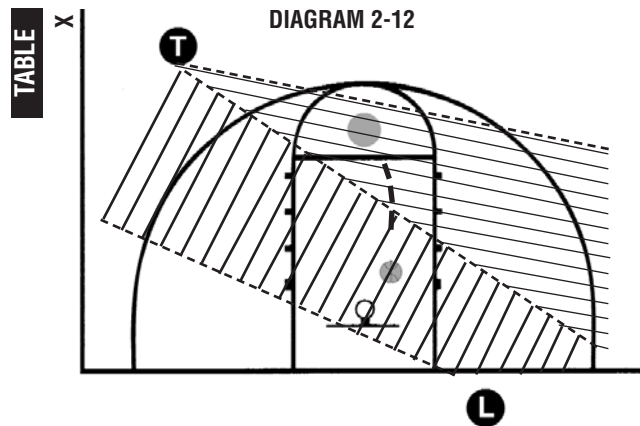
K. Horn Sounding:

1. If the scorer's horn or game horn is sounded, either official may recognize it and stop action with a whistle, even to the extent of declaring that the ball did not become live because of the whistle.
2. The horn may be ignored if it is sounded after the throw-in has started.

- L. Player Locations:** If two or more adjacent teammates take positions so they are parallel to a boundary line and are within about 3 feet of it, play should be held up if an opponent desires a place between them.

2.2.3 Free Throws:**A. General Provisions:**

1. Switch positions according to guidelines and diagrams after each foul before administering the free throw. The calling official shall remain table side at Trail. See Section 2.4.2.E



2. The non-calling official should assist with identifying the shooter.
 3. If contact with the free thrower or a huddle delays administration, administer appropriately. A team warning should be reported to the scorer and to the coach. One delay warning per team; thereafter, a team technical foul is immediately assessed and is administered after the free throw(s) with the lanes cleared.
 4. See Diagram 2-12.
- B. Lead Official:**
1. Secure the ball until the Trail official completes all signals and is in position.
 2. Check to see that the lane spaces are properly filled.
 3. Glance at the table.
 4. Step into the lane; visually and verbally indicate the number of throws to be administered.
 5. Bounce the ball to the thrower and back out of the lane. For all free throws, the position of the Lead official should be approximately 4 feet from the nearer lane line and well off the end line.
 6. Watch the first space on the near lane line and all the spaces on the opposite lane line for violations and give the appropriate signal immediately when either team violates.
 7. If the final throw is to be followed by a throw-in, start the count when the non-scoring team has had ample time to secure the ball; signal to start the clock at the proper time.
- C. Trail Official:**
1. Take a position just above the free-throw line extended and halfway between the nearer free-throw lane-line extended and the sideline.
 2. Be primarily responsible for holding or beckoning substitutes and any other table activity.
 3. Observe players in the backcourt.
 4. When the thrower receives the ball, begin a visible 10 count with wrist flicks.
 5. Observe the thrower and top two spaces on the opposite lane line for violations; give the appropriate signal immediately if either team violates.
 6. Observe the flight of the ball and note whether the ball goes through, contacts or misses the ring.
 7. Close down when the ball contacts the backboard or ring and officiate rebounding action in PCA.
 8. Watch for goaltending or basket interference.
 9. Signal to start the clock if the final throw or the first throw of a one-and-one is unsuccessful and the ball is to remain live.
- D. Each Official:**
1. Ensure that the correct player attempts the throw.

2. Ensure that players are in the proper lane spaces.
3. Make eye contact with each other and give visual signals to indicate the number of throws to be administered.
4. Take a glance at the scorer's table.
5. After the free thrower releases the ball, officiate action in PCA.
6. See Section 2.3.7 regarding transitioning down court when defense gets the rebound.

2.3 COURT COVERAGE

2.3.1 Positioning:

A. Lead Position:

1. Lead should be located four to six feet off of the end line.
2. Proper depth will provide a greater view field. Lead should move along the end line based on the ball movement and the players' location.
3. Lead should not be wider than the three-point line.
4. As the ball crosses to the Trail's side of the court, Lead should close down to be located just outside of the key area.

B. Trail Position:

1. Trail's home position is at or below the 28-foot line and along, or just inside, the sideline.
2. The Trail should be prepared to "work the arc" to obtain better angles on plays, but must be mindful of passing lanes.
3. May move down toward the end line to obtain a better angle on plays, but must be mindful of a quick turnover.
4. May move higher and even into the backcourt if play dictates (i.e., delay or spread offense).

2.3.2 Primary Coverage Areas (PCA):

A. General Provisions: Officials can maintain proper court coverage by:

1. Keeping the players "boxed-in" whenever possible.
2. Moving to obtain the best angle on the ball and/or players. "Move to improve" and don't get "straight-lined."
3. Transitioning into the proper new positions each time there is a change of possession of the ball.
4. Properly identifying and controlling primary coverage areas. See Diagrams 2-13, 2-14 and 2-15.
5. Lead has primary coverage in the lane and the area outside of the lane out to the near sideline below the free-throw line extended. See Diagram 2-16.
6. Trail has primary coverage above the free-throw line extended and outside the three-point arc down to the end line on the near side of the court. See Diagrams 2-17 and 2-18.
7. Properly identify secondary coverage areas to assist the other official

PRIMARY COVERAGE AREAS

DIAGRAM 2-13

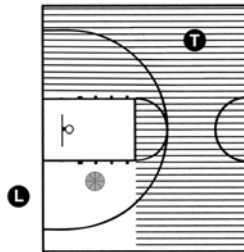


DIAGRAM 2-13: The Lead has on-ball coverage. The Trail is off ball and officiating action in the lined area.

DIAGRAM 2-14

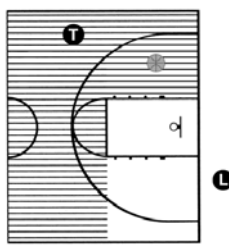


DIAGRAM 2-14: The Trail has on-ball coverage. The Lead official is off ball and officiating action in the unlined area.

DIAGRAM 2-15

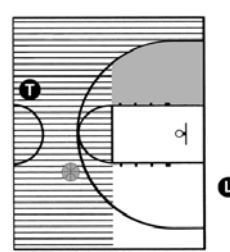


DIAGRAM 2-15: The Trail has on-ball coverage and is officiating the high action in the lined area. The Lead is off ball and must help with off-ball coverage by extending to the other side of the key (shaded area) because the ball is high.

DIAGONAL COURT COVERAGE

DIAGRAM 2-16

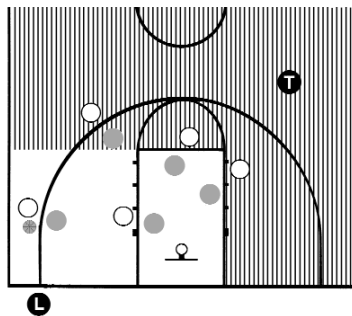
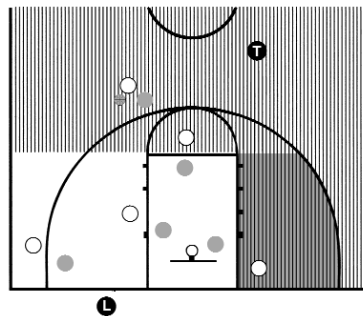


DIAGRAM 2-17



when there is no action within the primary area.

8. The Lead should be prepared to use a ball-side mechanic. When going ball-side, the Lead still has responsibility for the original sideline. See Section 2.3.3.
9. Calls may be made outside an official's primary area, but the primary

DIAGRAM 2-18

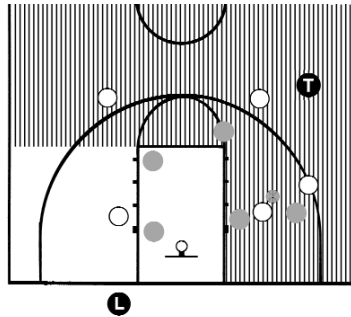
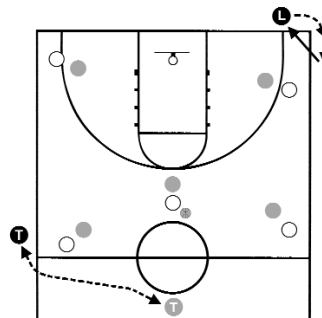


DIAGRAM 2-19

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


coverage official should be given the first opportunity to make the call. Exception – non-basketball plays (flagrant, unsporting, etc.). These should be called immediately, regardless of whether they are located within one's primary area.

10. Officials must thoroughly "pregame" on-ball and off-ball coverage and areas where coverage intersects.

B. Five-Second Count:

1. Officials are responsible for a five-second count within their primary coverage area.
2. During a five-second count, if the ball moves out of an official's primary area, he/she shall maintain the count until the count is appropriately ended.
3. Switch hands when going directly from a holding count to a dribbling count.

C. Drive to Basket:

1. When a player with the ball starts a drive to the basket from an official's primary area, that official has primary coverage of the player and the ball all the way to the basket – even if the ball moves into the other official's primary area.
2. Officials should pregame the coverage of pass-offs on drives to identify which official will follow the ball and which will stay with the driver to cover any crash after the pass-off.

D. Line Coverage:

1. Lead is responsible for the nearer end line and sideline
2. Trail is responsible for the nearer end line and sideline, and the division line.

3. When the ball goes out of bounds and the responsible official needs help, he/she should look in the direction of the other official. That official should be prepared to give assistance. If the responsible official asks for assistance, the other official should verbally and visually signal the appropriate call – the officials do not need to confer in this situation. On the other hand, if the non-responsible official has information regarding the out-of-bounds call, he/she may quickly approach the calling official to share the information and then leave the call to the responsible official. The officials should pregame the situations in which a non-responsible official should approach the calling official.
- E. Delay or Spread Offense:** When a team goes into a “four-corner” or “delay” offense, the officials must change their basic positions and move to the areas indicated in Diagram 2-19. It is very important that the Trail official be behind the “delay” offense. The Lead official must move around the corner to observe lateral movement and possible contact. If the corner player on that side drives to the basket, the Lead official can cut across the corner to observe the action near the basket. Officials should react quickly and properly when a team shows this kind of offense.
- F. Press Coverage:**
1. Keep congested area covered by boxing-in players.
 2. Trail has 10-second count in backcourt, remains with playing action and possibility of a quick turnover. Trail must trail the play.
 3. Trail moves with speed of the ball.
 4. Lead can assist Trail with division-line violations, if near the line.
 5. Lead takes a position a step or two nearer his/her end line than the deepest player. The Lead covers quick breaks and long passes, keeping players boxed in.
 6. Each official keeps moving to obtain proper angles and avoid being straight-lined.
- 2.3.3 Ball-Side Mechanic:**
- A. General Provisions:**
1. The use of a ball-side mechanic should be thoroughly discussed at the pregame conference.
 2. Ball and player location key the need for movement by the Lead.
 3. The Lead should only move ball-side when the Trail is in the frontcourt.
- B. Coverage:**
1. When the majority of players and the ball are on the Trail’s side of the floor, below the free-throw line extended, the Lead should close-down toward the near lane line and may move laterally to ball-side.
 2. Playing action may dictate that the lead NOT initiate movement – even when the ball is on the Trail’s side – such as on a quick shot or a quick drive to the basket.

DIAGRAM 2-20

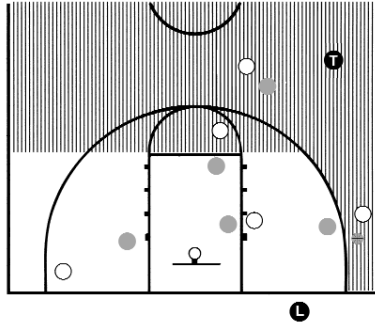


DIAGRAM 2-21

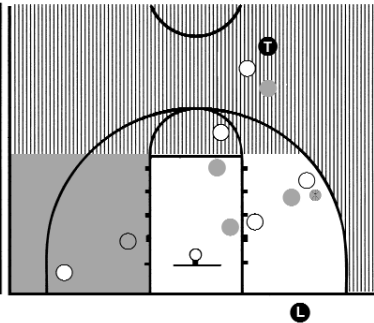
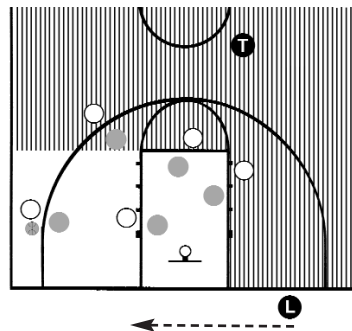


DIAGRAM 2-22



3. Movement by the Lead across the lane should be brisk and with purpose.
4. Even while moving across the lane, the Lead must officiate players in the post (PCA). Lead should not be caught within the key area except when moving across or just briefly to view a play or drive to the basket from the Trail side of the court.
5. When the Lead moves across the lane, the Lead's PCA is extended to include the area inside the arc. See Diagram 2-20.
6. When the ball moves inside the three-point arc, the Lead is now on-ball and the trail must extend coverage to assist with the open area on the opposite side. See Diagram 2-21.
7. If the majority of players or the ball swings back to the opposite side, the Lead should begin to quickly move back across the lane to cover the play. See Diagram 2-22.
8. If there is a quick shot or drive to the basket and the Lead is still on the same side of the court as the Trail, the Lead should close down to the near lane-line extended and officiate rebounding action.
9. If a transition to the other end of the court occurs when the Lead is ball-side, the Lead must remember to go back to the other side of the court and into diagonal coverage.

2.3.4 Shots and Rebounding:**A. Coverage:**

1. Each official is responsible for all shots in his/her PCA.
2. If a shot is taken near an area where coverage intersects, the secondary official should be prepared to assist.
3. The Trail official is primarily responsible for interference/goaltending and perimeter rebounding coverage.
4. The Lead is primarily responsible for shots taken in the key.

B. Three-Point Try:

1. When a three-point attempt is anticipated, the official should adjust position to enable him/her to clearly judge the attempt.
2. For a successful three-point field goal, the shooter must have been airborne from behind the line or have his/her foot or feet on the floor behind or outside the three-point line when the shot is attempted. Touching the line, or inside it, places the shooter in the two-point area.
3. When a player attempts a three-point field goal, the primary coverage official will signal by extending one arm at head level with three fingers extended.
4. If the three-point attempt is successful, the covering official will signal by fully extending both arms over head with palms facing.
5. When the Trail official signals a successful three-point attempt, the Lead official shall not mirror the signal.
6. When the Lead official signals a successful three-point attempt, the Trail official shall mirror the signal.
7. Lead has responsibility to assist the Trail in transition.

C. Shooting Fouls:

1. When a tap or a try for goal occurs, be alert for a possible foul and if one occurs, decide immediately as to when it occurs with reference to the tap or try.
2. If the foul is by the tapper/shooter or a teammate, the important factor is whether it is before or after the ball is in flight.
3. If the foul is by an opponent, the decision hinges on whether it is:
 - a. Before the tapping/trying motion starts – foul causes ball to become dead immediately.
 - b. During the tapping/trying motion – the goal counts if the tap/try is successful.
 - c. After the ball is in flight – the goal counts if the tap/try is successful, if the foul is not one against a shooter/tapper, the penalty is administered regardless of whether the tap/try is successful.

D. Signaling:

1. On a foul occurring near or during an attempted try for goal, use the appropriate mechanics signal to identify whether a successful goal is

to be cancelled or counted.

2. The non-calling official should not signal unless such communication is necessary. Their attention should be centered on their primary duties and they should be prepared to assist the calling official if that official is unsure whether the ball went through the basket.
3. An appropriate signal shall be given when there is a successful three-point try or an awarded basket because of goaltending or basket interference.
4. Do not turn back on players and court when signaling.

2.3.5 Transition/Fast Break:

A. General Provisions:

1. Officials should pregame transition coverage, including the court coverage notes in Section 2.3.2 above.
2. Never turn your back to the court or players while in transition.

B. Lead to New Trail:

1. Lead becomes new Trail.
2. Lead to new Trail moves to cover backside of fast break or maintains a pace that allows him/her to trail the play coming up the court.
3. On passes, take the passer.

C. Trail to New Lead:

1. Trail becomes new Lead.
2. Sprint to end line and officiate the play coming toward you. Accept the play.
3. On passes, take the ball.

2.3.6 Last-Second Shot:

- A. Three-Tenths of a Second Rule:** When play is resumed with a throw-in or free throw and three-tenths of a second or less remains on the clock, no field goal may be scored by a try for goal. A tap could score. This does not apply if the clock does not display tenths of a second.
- B. Try/Tap in Flight Rule:** The expiration of time always causes the ball to become dead immediately unless it is after the ball is in flight for a tap or try. In that case, the ball remains live and the period does not end until the tap or the try ends.
- C. Preparation:** Use time-outs near the end of any period to communicate the coverage for any last second shot. Each official should be aware of the remaining time in a period and be alert for the timer's signal.
- D. Making the Call:**
 1. The Trail official is responsible for making the call on any last-second shot and should communicate this to his/her partner. Such communication should be repeated on any change of possession.
 2. When the ball is inbounded in the backcourt and a long pass is expected, the Lead should be prepared to assist. The Lead should also be pre-

- pared to lend assistance on a fast break.
3. If the non-responsible official has information regarding the allowing or disallowing of a basket to share with the calling official, he/she should go directly to the responsible official for a brief discussion.
- E. Final Decision:** The Referee will make the final decision in case of disagreement or if it is necessary to consult the timer. The timer should only be consulted on a last-second tap or try when the red/LED light fails to illuminate and/or the timer's signal is not heard.
- F. State Championship End-of-Game Monitor Review:**
1. A state association may permit game or replay officials to use a replay monitor during state championship series contests to determine if a try for goal at the expiration of time in the fourth quarter or any overtime period (0:00 on the game clock) should be counted, and if so, determine if it is a two- or a three-point goal.
 2. Obtain instructions from the state association/tournament director regarding specific guidelines and procedures for use with this rule.
 3. The covering official should always signal and communicate the call on the court prior to any monitor review. If a review will occur, keep the teams at their respective benches; the referee should bring the head coaches together to inform them that a review will occur.

2.4 PLAY IS STOPPED

2.4.1 Violations:

A. General Provisions:

1. Both officials are responsible for calling violations.
2. Typically an official should call violations in his/her PCA, but any violation observed should be called.
3. Refer to Section 2.2.2 for putting the ball in play following a violation.

B. Procedure: When a violation is observed by an official, a specific procedure and mechanic must be followed:

1. Give a single sharp blast of your whistle and fully extend one arm above the head with fingers extended to stop the clock.
2. Move toward the area of the violation, stop and signal the nature of the violation.
3. Do not turn your back when indicating direction.
4. Point in the direction of the throw-in team's basket and call out its jersey color.
5. Indicate the throw-in spot.
6. Be sure both teams understand to whom the ball has been awarded.

C. Free-Throw Violations:

1. For a free-throw violation by the free thrower or a teammate, follow the same procedure as for a floor violation if no other free throw is to fol-

low. The spot of the throw-in will normally be on the end line as that is the nearest spot out of bounds.

2. For a free-throw violation by the defensive team, give the delayed-violation signal, but do not sound the whistle before the free throw has ended. If the free throw is successful, ignore the violation. If the throw is not successful, award a substitute free throw. If this substitute throw is for the first throw of a one-and-one bonus penalty and is successful, it will be followed by the extra throw. Following a violation, the clock should not start after an unsuccessful free throw and, in case of doubt, the official should give the time-out signal when the official detects the violation.
3. When there is a free-throw violation by a defensive player followed by a violation by an offensive player in a marked lane space, the second infraction is ignored. If the second infraction is by the free thrower or a teammate behind the arc, a simultaneous violation occurs. If a simultaneous violation occurs on the first of a multiple throw (two or three free throws), cancel the throw and award the other(s). If the simultaneous violation occurs on the last throw, resume play with an alternating-possession throw-in. If disconcertion by a defensive player is followed by a violation by the free thrower, a substitute throw is awarded.

D. Basket Interference/Goaltending Violations:

1. The Trail official is responsible for the flight of the ball on a try and when a violation occurs.
2. The Lead official will watch for fouls.
3. If the try is in the Trail official's area, he/she will assume responsibility for contact between the shooter and the defensive player.

2.4.2 Fouls:

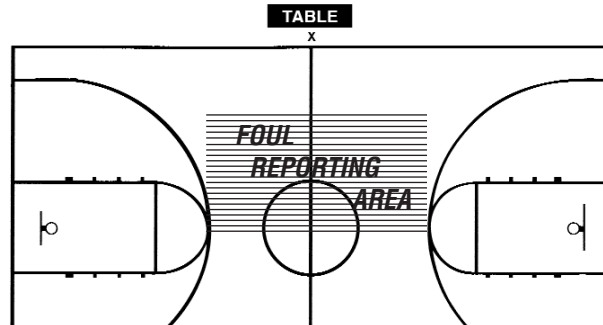
A. General Provisions:

1. Both officials are responsible for calling fouls.
2. Typically an official should call fouls in his/her PCA, but any foul observed should be called.

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

1. Inform the timer and alert the scorer by sounding the whistle with a single sharp blast while raising one hand, fist clenched, straight and high above the head.
2. When clarification is needed, delay and extend the other hand, palm down toward the fouling player's hips (bird-dog signal).
3. While holding the foul signal, move toward the play and near the fouling player, stop and verbally inform the player that he/she fouled by stating the jersey color and number.

DIAGRAM 2-23



4. Lower the foul signal and indicate the nature of the foul by giving a preliminary signal.
 5. If a team-control foul, signal in the direction of the non-fouling team's basket. If a shooting foul, verbally give free-throw shooter's number to the shooter and the other officials. Visually give the number of free throws to the non-calling official.
 6. Indicate the throw-in spot if a throw-in will follow.
 7. If basket has been scored, signal to count as soon as it is legally scored. If a try attempt is not to be awarded (whether or not the attempt is good), immediately wipe off the attempt with the appropriate signal.
 8. Do not be in a rush to leave the play area if players are in close proximity or on the ground. Attend to the dead-ball situation at the point of the play before leaving to report to the table.
- C. Reporting:**
1. Report to the table before addressing questions from either coach.
 2. If the situation necessitates a discussion with the other officials, have the discussion before reporting to the table so that the correct call and information is conveyed to the table.
 3. The calling official informs the scorer by moving around players and proceeding quickly to the reporting area (Diagram 2-23); do not run through the players. Going to any portion of the reporting area and "saving steps" is permissible.
 4. The calling official shall follow the following procedures:
 - a. Once in the reporting area, the official will come to a complete stop before communicating with the table officials.
 - b. Slowly state the color of the jersey and the playing number of the player who fouled. Visually indicate the number of the player who

fouled with a one-handed signal.

- c. Give a visual signal indicating the nature of the foul.
- d. If player-control or team-control foul, use the appropriate player- or team-control foul signal, and only if necessary, the additional foul signal to communicate the type of foul.
- e. If free throws are to be attempted, indicate the number of throws awarded by using only one hand or two hands in the case of a one-and-one situation.
- f. Observe activity around each team's bench and penalize when necessary.
- g. Complete all communication with table before admitting a substitute or acknowledging a request for time-out.

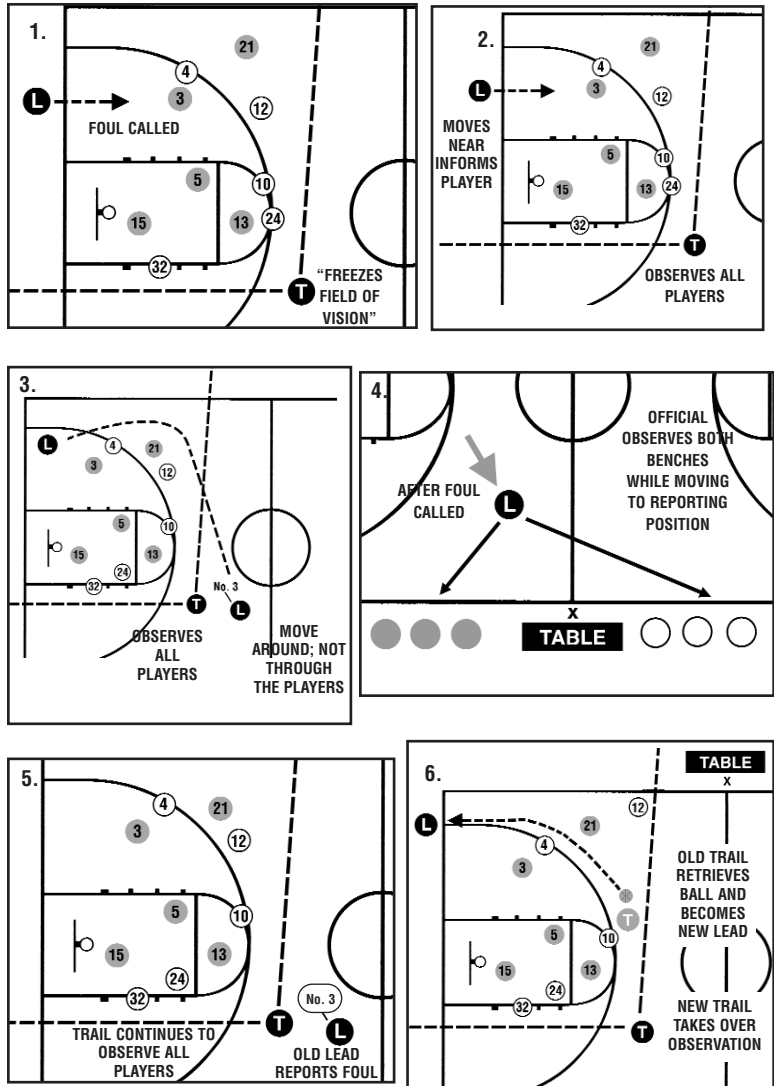
D. Non-Calling Official:

- 1. The non-calling official should freeze his/her field of vision to observe players until the calling official completes reporting to the table and turns to observe the players. If there is any information that should be communicated to the calling official before he/she reports the foul (see 6. below), quickly approach the calling official before he/she reports the foul.
- 2. Ignore the ball while the foul is being reported.
- 3. Anticipate anything unusual relative to the next play, such as, but not limited to, false double or double fouls, one or two shots, change of side, etc.
- 4. After the foul is reported (or as the reporting official is completing the reporting) while keeping the players in view, secure the ball and move to the proper position for the ensuing play, without running through the players. Force the switch.
- 5. If a free throw(s) is to be taken, ensure the proper free thrower is on the line.
- 6. If the ball goes in the basket and the calling official has not counted the basket, it is the responsibility of the non-calling official to immediately communicate verbally to the calling official before the official reports the foul to the table. Verbally state, "the ball went in." It is now the responsibility of the calling official to count the basket, or if they have knowledge the foul occurred before the shot, to disallow the basket. The non-calling official should not visually signal to count the basket or state that the basket counts – just communicate that the ball went in the basket.

E. Switching:

- 1. Officials should switch positions on all non-shooting fouls.
- 2. For shooting fouls, the calling official reports the foul to table, then remains table side at Trail. The calling official has the option of going to Lead (opposite table) to avoid a confrontational situation with

DIAGRAM 2-24



coach/bench, i.e. after a technical foul or disqualifying foul. The practice should rarely be used and should be discussed thoroughly in the pregame conference.

3. The non-calling official should force a switch just prior to the ball being put back into play.
4. See Diagram 2-24.1 through 2-24.6 for the entire sequence.

F. False/Double Fouls:

1. After a double foul or a false double foul, the calling official should go to the table to see that the fouls are properly charged.
2. No free throws are awarded for a double personal foul, a double technical foul or a simultaneous technical foul by opponents, and play resumes at the point of interruption.
3. Penalties for false double fouls are administered in the order in which the fouls occurred.

G. Technical/Intentional/Flagrant Fouls:

1. The official who calls the foul reports it and becomes the table side Trail for free throws, except as in 2.4.2.E.2.
2. Each official must be in position before putting the ball at the free-thrower's disposal. Since a throw-in follows, lane spaces are not occupied.
3. Following a technical foul free throw, the Trail will administer the throw-in at the division line opposite the table.
4. On an intentional or flagrant foul, the official responsible for the end line or sideline nearest the foul location will administer the throw-in.

H. Disqualification Procedure:

1. The non-calling official shall notify the coach and request the timer to begin the replacement interval, and then notify the disqualified player.
2. The calling official should take a position with the ball at the top of the arc on the end of the court where play will be resumed.
3. The non-calling official should take a position on the division line half way between the center circle and the sideline nearer the table to administer the substitution.
4. Immediately after the substitution, the officials shall return to their proper positions for the subsequent throw-in or free throw.

2.4.3 Held Ball

- A. While the PCA official is more likely to make the call, either official may recognize and sound his/her whistle for a held ball.
- B. Give the signal for a held ball immediately. There is no need to raise a hand for the stop-clock signal.
- C. The closest official moves in and toward the action; use your voice or whistle to ensure players' stop their activity; this may help prevent dead-ball contact or rough play.

- D. The non-calling official supervises other players and bench activity.
- E. Only after ensuring that all play has stopped, check the possession arrow. The calling official then verbalizes color and signals in the proper direction.
- F. Throw-in location shall be according to Diagram 2-5.
- G. After completion of throw-in, ensure the possession arrow is switched.

2.4.4 Time-outs:**A. General Provisions:**

1. If a player or head coach requests a time-out while the ball is live, ignore it if the ball is in control of an opponent, not in control of an opponent or not in control of either team.
2. If the request is during a dead ball or during a live ball that is being held or dribbled by the requesting player or a teammate, it should be granted.
3. No time-out may be granted during an interrupted dribble.
4. The opponents may not be granted a time-out once the ball is at the disposal of the thrower for a throw-in or the ball is at the free-thrower's disposal.
5. Do not grant a time-out after a foul until the necessary information has been given to the scorer.
6. Do not grant a time-out until an injured, disqualified or player directed to leave the game has been replaced.
7. After a free thrower has the ball or the ball is at the disposal of the thrower on a throw-in, he/she or a teammate may request and be granted a time-out, but the opponent may not.
8. After a successful free throw or field goal, any player or head coach may request a time-out, until the non-scoring team secures the ball for the throw-in. Once the official begins the 5-second count, the scoring team cannot be granted a time-out.
9. If an official erroneously grants a time-out request, it is not a team infraction. Allow the team the full time and charge it to them.
10. A request for an excess time-out shall be granted, but it is penalized with a technical foul.
11. If opponents simultaneously request a time-out during a dead ball, charge a time-out to each team (or better, hear or see one request before the other).
12. The official may suspend play to permit a player to correct or replace displaced eyeglasses or lens without charging a time-out.

B. Reporting Procedures:

1. Sound the whistle while giving the clock-stopping signal.
2. While moving to the reporting area, look for verification from the head coach as to what type of time-out is to be charged. Communicate the type of time-out using the proper signal.

3. The non-calling official should ensure that the non-calling team is aware of the type of time-out being called.
 4. Within the reporting area, give the appropriate time-out signal again for the type of time-out (30 sec or 60 sec), verbally indicate the team color, verbally and visually give the player number or head coach (indicate by forming the shape of a "C" with the hand) making the request, and direct (visually/verbally) the timer to begin the time-out period by pointing to the scorer's table.
 5. Notify a coach when that team has used its allotted time-outs.
- C. Positions:**
1. During any time-out interval, the officials should remain in good posture and be alert.
 2. During a 60-second time-out, the administering official should take the ball to where it will be put in play.
 3. If the administering official needs to leave the throw-in spot, he/she may place the ball on the floor at the spot.
 4. If play is to be resumed on table side near the scorer or team benches, move straight out on the floor in line with the other official.
 5. The administering official should place the ball in front or behind the body or on either side to indicate the direction of play.
 6. If play is to be resumed with a free throw, the administering official will take a position on the free-throw line, in line with his/her partner.
 7. During a 60-second time-out, the non-administering official should be on the division line on the circle farthest from the table. During a 30-second time-out, the non-administering official stands on the division line on the circle nearest the table. See Diagram 2-25.
 8. The non-administering official should be alert to beckon properly-

DIAGRAM 2-25

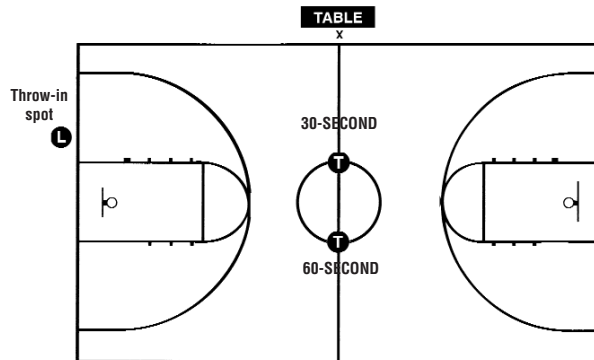
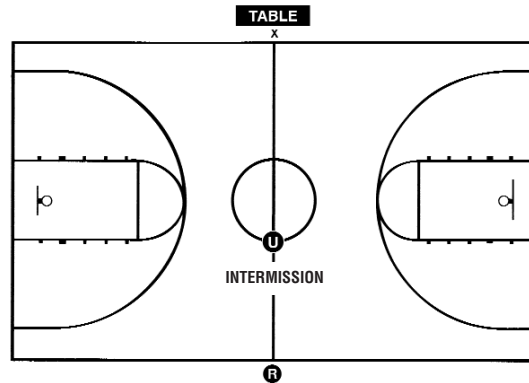


DIAGRAM 2-26



reported substitutes into the game and ready to give the scorer and timer any needed information.

9. If activities on or off the court make it necessary, officials may move to a safe location on/near the court during the time-out.

D. Resuming Play:

1. At the warning signal (first horn) for all time-outs, and the intermissions between the first and second and third and fourth quarters, the officials will step toward the nearest team huddle and notify the coaches/bench by raising an index finger and saying "first horn."
2. The officials should then move toward their proper positions to resume play.
3. Officials shall see that each team has five players on the court.
4. After the second horn to end the time-out or intermission, the administering official shall sound his/her whistle to indicate play is ready to resume.
5. Signal when the clock is to start.

2.4.5 Intermissions:

- A. During half-time intermission, the officials shall return to the court with 3 minutes remaining on the game clock to observe players.
- B. During the intermission between quarters and any extra periods, the Referee shall take a position with the ball at the division line on the sideline opposite the table indicating the direction of play with the placement of the ball.
- C. The Umpire shall take a position on the division line on the opposite side edge of the restraining circle. See Diagram 2-26.

- D. There should be no visiting unless it is to confer about some game situation.
- E. The officials are responsible for counting the players on each team.
- F. On a throw-in following an intermission, the administering official shall sound the whistle prior to putting the ball at the disposal of the thrower to indicate that play is about to begin.

2.4.6 Substitutions:

- A. To be acknowledged for entry, the substitute must be properly reported to the scorer and ready for entry, at which time the timer's horn is sounded.
- B. The official near the table, typically the Trail, will acknowledge and beckon substitutes onto the court.
- C. On a foul, report the foul before beckoning substitutes. Hold the substitutes at the table until the calling official has completed the reporting procedure. After reporting is complete, the new nearer official should either beckon the substitutes or hold them at the table if there will be multiple free-throws.
- D. Between quarters, at halftime and during time-outs, the substitute(s) must report and be ready to enter prior to the warning signal.
- E. The warning signal does not affect substitutions on a player directed to leave the game, i.e. disqualification, injury, blood. Substitutes may be granted until the player has been replaced and the ball is about to become live.
- F. The official beckoning the substitutes should:
 1. Ensure that it is appropriate to beckon substitutes (i.e., the ball is not live, fellow official needs to report a foul).
 2. Sound his/her whistle, raise an open hand.
 3. Motion for the substitutes to enter the court.
 4. Keep the other hand raised (stop-clock signal) until the substitution(s) is completed and play may begin.

2.4.7 Injury/Blood:

- A. If a player is injured, an officials' time-out shall be declared when necessary to protect the player. When appropriate or necessary, the bench should be beckoned immediately. When bench personnel enters the court (whether beckoned or not), the injured player must leave the game until the next opportunity to re-enter after the clock has started unless a time-out is called by his/her team. If the bench does not enter the court and an apparently injured player is ready to resume play immediately (within a few seconds), he/she may remain in the game and play shall be resumed as quickly as possible.
- B. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game

by the officials and shall not return to play until cleared by an appropriate health care professional.

- C. Do not touch an injured player.
- D. If a player is apparently bleeding, has an open wound, an excessive amount of blood on the uniform or has blood on their person, he/she shall be directed to leave the game and may not re-enter until the bleeding/blood has been taken care of and after the clock has started and a substitution opportunity occurs unless a time-out is called by his/her team.

2.4.8 Double Whistles:

- A. Double whistles are generally a good thing, but only when the infraction occurs in or near an area where PCA's intersect. Otherwise, it may mean that the non-primary official is "ball-watching" in the other official's primary.
- B. Generally, the official who has primary coverage at the time of the whistles should take control of the call.
- C. If the secondary official has a call that occurred before the primary official's call or has information that should be discussed with the primary official, the secondary official should close into the play quickly so that the primary official knows of the situation.
- D. The officials should then discuss the play quickly to determine the correct call.
- E. Generally, the decision on the final call should be left to the primary area official.

2.4.9 Inadvertent Whistles/Horns:

- A. When an inadvertent whistle occurs, the officials must identify the status of the ball (player control, team control, location of the ball) at the time of whistle and administer the situation appropriately in accordance with the Point of Interruption Rule.
- B. If the scorer's horn is sounded while the ball is live, or when it is about to become live, the official may ignore it or honor it. The horn has no effect; but the official's whistle shall cause the ball to become dead or to remain dead.

2.5 COMMUNICATION

2.5.1 Signals and Mechanics:

- A. Signals are verbal and non-verbal means of communication by officials to scorers and timers, players and coaches, as well as spectators and the media. See Appendix 4.3 for approved NFHS signals. Signals are required by the rules book. Each time the whistle is sounded there is an accompanying signal.
- B. Mechanics are methods or procedures used by officials while officiating the game that help put the official in the best possible position to provide prop-

er court coverage and to provide effective communication to the table.

- C. Adherence to prescribed NFHS signals and mechanics enhances communication and presents an environment where the officials are in charge and the game is under control.
- D. Officials should be professional in the use of the signals and should not attempt to draw attention to themselves by use of unapproved, emphatic or theatrical signals.

2.5.2 Reporting:

- A. Foul and time-out reporting to the scorer's table should be done from the designated reporting area. See Section 2.4.2 for reporting specifics.
- B. The reporting area is used at the interscholastic level due to the varying age, skill and experience levels of table personnel. Their job is easier and performed more efficiently when they can rely on officials to be in a consistent location.

2.5.3 Warnings:

A. Warnings for Delay:

1. There are only four official warnings provided by the rules. These warnings are detailed in Rule 4-47.
2. When a warning is issued according to rule, the official should inform the official scorer for documentation in the scorebook and then the head coach of the warning.

B. Warnings for Behavior:

1. Though no provision provides for this in the rules book, many officials issue warnings to coaches and players for behavior that is not egregious (not warranting a technical foul), yet is inappropriate and must be addressed.
2. Because there is no provision in the rules book for a behavioral warning, officials should obtain guidance from their state high school association regarding this issue.
3. Warnings must be issued professionally and in a conversational tone with the offender. Raising your voice further antagonizes the situation and the person you are trying to address. The official must be the voice of reason and keep the situation under control.
4. A warning of this nature is typically given verbally ("This is your warning coach") and visually (holding up the one-handed "stop sign").
5. Only one warning should be given to an individual, per game. Therefore, communicate with your partners at the first appropriate opportunity that a warning has been issued. If the behavior continues, issue the appropriate penalty immediately.
6. These types of warnings are not documented in the scorebook.

2.5.4 Crew:**A. Before the Contest:**

1. Communicate with your partner between a week to two days in advance of the contest to confirm game details. Discuss and confirm, contracted crew, game time, game location, travel, contingency plans in case of bad weather or travel issues.
2. Communicate with the school to confirm the same types of details.
3. Upon arrival at the game site, let an administrator know you have arrived.
4. A thorough pregame conference is essential for a smooth contest. See Appendix 4.1 for more information.

B. During the Contest:

1. Crew communication during the contest is essential to a well-officiated game.
2. “Help” situations occur when officials either ask for or are offered assistance from their partners. These situations often occur on out-of-bounds plays and/or tipped-ball situations, the timing of a try/tap, and others. These situations should be discussed thoroughly during the crew’s pregame conference.

C. After the Contest:

1. It is essential that the crew have an honest and productive post-game discussion.
2. The crew’s post-game evaluation should include a review of any applicable rules, crew consistency in calls and any unusual situations that may have occurred.
3. Some games may also include a post-game critique from a local or state observer.
4. Complete any required verbal or written reports to game administrators or league/state offices.

2.6 GAME MANAGEMENT/AWARENESS**2.6.1 General Provisions:**

- A. Managing a game is nearly as important as getting calls correct.
- B. Game management includes various aspects of judgment in making foul and violation calls, and more importantly, handling dead-ball situations – players, coaches and bench personnel.
- C. Creating an appropriate and professional relationship with players and coaches will facilitate officiating the game.
- D. This includes understanding the appropriate boundaries of those relationships to ensure that officials are not and do not appear to be overly friendly with the players or coaches.
- E. Approach your role with professionalism at all times.

- F. As a general principle, acknowledge head coaches and answer their questions at appropriate times – do not respond to statements.
- G. Address these matters during your pregame.
- H. If an unusual situation warrants a conference, both head coaches should be involved in the discussion. Both coaches should also be present for any discussion involving a fight, correctable errors or mistakes in timing, scoring or alternating possession.

2.6.2 Game Clock:

- A. Be aware of the game clock at all times.
- B. Work to look at the clock on any whistle to ensure that the clock is properly stopped.
- C. Similarly, when the ball is put back in play, the official chopping in time should ensure that the clock is properly started.
- D. Clock malfunctions occur; there are no provisions in the rules for “do-overs.” Know the rules regarding these unusual situations and apply them appropriately.
- E. Remember an official’s count (backcourt, throw-in, etc.) can be used to correct a timing mistake.

2.6.3 Fights:

- A. Preventive game management is the best way to avoid fights and player confrontations.
- B. Be aware of matchups and rivalries both in individual games and during an overall season.
- C. Should a fight occur, use your voice and whistle to gain the attention of players.
- D. Do not grab players – both for your own safety and for liability concerns.
- E. One official should remain away from the action and observe non-participating players and bench personnel.
- F. At the earliest point, get teams to their benches, officials should then confer to determine appropriate penalties, if and how any free throws will be awarded and how play will be resumed.

PART 3 GAME PROCEDURES – CREW OF THREE

The three-official system is designed to provide better coverage by all three officials. This coverage gives more emphasis on primary areas of responsibility, thus eliminating the possible trend of over or under officiating. Always having an official in position acts as a deterrent to fouling and therefore promotes better basketball. The advantages of having the Lead and Trail officials on-ball and the Center official with off-ball responsibility:

1. Enhances the ability of three officials to be in the proper position to cover each play and all players.
2. Provides improved court coverage, in both front and backcourt.
3. Treats both sides of the court the same in regard to areas of coverage.
4. More clearly defines specific areas of coverage and responsibility.
5. Enhances the officiating philosophy of wide triangle coverage.
6. Demands total concentration of the officiating crew.
7. Allows the officiating crew to do a better job of officiating the defense.
8. Provides more effective coverage in pressing and full-court situations.
9. Ensures primary areas of coverage are the same for both sides of the court.
10. Advocates a stronger teamwork approach to officiating and requires that officials put trust and confidence in their partners,
11. Increases the philosophy of strong side officiating by allowing the Lead and Trail to officiate the ball and the players who are between them.
12. Increases proper off-ball coverage because the Center official has the responsibility for off-ball screens, backside coverage and weak-side rebounding.
13. Ensures the officials adjust their positions to the ball and the players on the court.
14. Increases the opportunity for all three officials in the crew to become more involved and participate in officiating the game.

3.0 TERMINOLOGY

3.0.1 Ball Side: The location of the ball in the normal frontcourt offensive alignment of a team. In dividing the court down the middle, (using the basket as a center point), end line to end line. The side of the court where the ball is located is ball side.

3.0.2 Bump and Run: A technique when one official “bumps” another official out of his/her current position and the vacating official “runs” down into a new position.

3.0.3 Center Official: The outside official who is in the off-ball position, midway between a step below the free-throw line extended and the top of the circle. The Center official may be table side or opposite side.

3.0.4 Close Down: Movement of an official (a step or two) related to movement

of the ball. The Trail and Center close down toward the end line; the Lead closes down toward the nearest lane line extended.

3.0.5 Lead Official: The official positioned along and off the end line. The Lead official may be table side or opposite the table, but will be on the same side of the court as the Trail.

3.0.6 Move to Improve: A technique that means to “move your feet” in order to “improve your angle” on the play. Helps to eliminate being “straight-lined.”

3.0.7 Opposite Side: The side of court opposite the table side.

3.0.8 Primary Coverage Area (PCA): Area of responsibility for each official. PCA is determined by ball location.

3.0.9 Rotation: A live-ball situation, whereby the location of the ball keys a change in coverage for the officials. This is implemented when the Lead official moves to ball side dictating a change of position by the Center and Trail officials. The Lead should not rotate until all three officials are in the frontcourt.

3.0.10 Straight-Line: Refers to a situation that occurs when an official allows their vision to be obstructed by a player or players; having to look through a player instead of in between players. When a straight-line occurs, the official is not able to accurately see playing action. The situation is also known as getting “stacked.”

3.0.11 Strong Side: Side of the court determined by the location of Lead official.

3.0.12 Switch: A dead-ball situation created by an official who calls a violation or foul. After a violation is called or a foul is reported to the table, there may be a change in position of the officials. The switch will normally involve the calling official moving to a new position on the court.

3.0.13 Table Side: The side of the court where the scorer’s and timer’s table is located.

3.0.14 Trail Official: The outside official positioned nearest the division line, approximately 28 feet from the end line (near the top of the three-point arc). The Trail official may be table side or opposite side, but will be on the same side of the court as the Lead.

3.0.15 Weak Side: The side of the court opposite the Lead official; the Center’s side of the court.

3.0.16 Wide Triangle: All three officials forming the geometric shape of a wide triangle; keeping all players and activity within the triangle.

3.1 PREGAME

3.1.1 Arrival on Site: Officials should report to the proper athletic administrator at least one hour before game time.

3.1.2 Officials’ Pregame Conference: A pregame conference is mandatory. The meeting affords an opportunity for the crew to develop confidence in each other and goes a long way in ensuring a smooth running game. The referee is

responsible for conducting the meeting in a private and secure location. The umpires should participate and contribute to the meeting. A sample of an officials' pregame conference can be found in Appendix 4.1.

3.1.3 Pregame Protocol: Two typical pregame protocol guidelines (for a single conference or two conferences) can be found in Appendix 4.2.

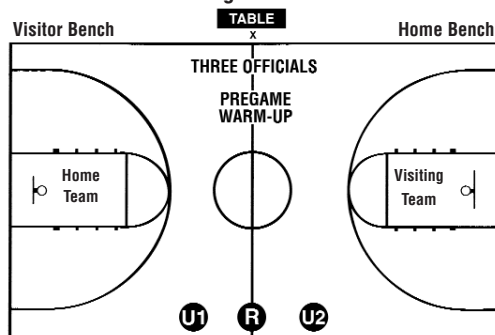
3.1.4 Arrival on Court: Enter the court together at least 15 minutes before game time and go directly to the designated positions, on the sideline opposite the table, as follows (see Diagram 3-1):

- A. **Referee:** At the division line.
- B. **Umpire 1:** Approximately 28 feet from the end line, opposite the visiting team's bench, observe the home team's warm-up.
- C. **Umpire 2:** Approximately 28 feet from the end line, opposite the home team's bench, observe the visiting team's warm-up.

3.1.5 Pregame Duties: Each official has specific responsibilities to perform according to Rule 2 in the NFHS Basketball Rules Book.

- A. **Referee's Duties:** When these duties are performed will depend on what type of pregame protocol is followed as in 3.1.3.
 1. Confer with scorer and timer before game time regarding their responsibilities. Recommend they be seated next to each other if they are not.
 2. Authorize the scorer to note and prevent any attempted illegal substitution.
 3. Designate the official timepiece and its operator, the official scorebook and official scorer.
 4. Check game clock and other timing apparatus.
 5. Check device to indicate substitutions and end of a period.
 6. Inspect baskets, boundaries, placement of crowd and extraneous apparatus to see if special ground rules are necessary. Be sure the basket net is loose enough to permit the ball to go through.

Diagram 3-1



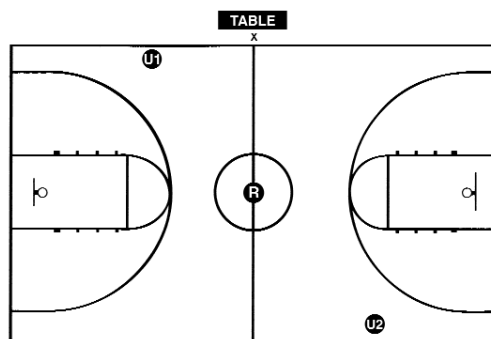
7. Obtain from the umpires the number of players warming up for each team. Verify the number of team members and starters are designated in the scorebook.
 8. Conduct the coach/captain conferences at the designated time(s). Verify with the head coach that team members are legally and properly equipped and that all participants are expected to exhibit proper sporting behavior.
- B. Umpire Duties:** U1 is responsible for the following duties with the home team and U2 for the visiting team.
1. Check uniforms and numbers and other apparel for legality, including undershirts and undergarments which extend below the pants.
 2. Report to the Referee if any squad member is wearing jewelry; illegal casts or braces; or any other illegal equipment.
 3. Report to the Referee if any squad member is wearing illegal headwear or secure authorization from coach, if state association has approved.
 4. Determine whether ball runners are available to retrieve the ball at each end if the court has wide out-of-bounds areas or is on a raised stage or similar platform.
 5. Visually count the number of players on each team and report to the Referee.

3.2 PUTTING THE BALL IN PLAY

3.2.1 Jump Ball: Method of putting ball in play in the center restraining circle to start game and all overtimes, unless period is starting as a result of a technical foul.

- A. Begin Play:** The tossing official notifies both captains that play is about to begin. U1 counts the home-team players and U2 the visiting-team players.

DIAGRAM 3-2



B. Referee (or designated tosser):

1. Face the table. See Diagram 3-2.
2. Sound the whistle prior to the toss.
3. Remove the whistle from his/her mouth prior to the toss.
4. Toss the ball slightly higher than either person can jump. NOTE: If the toss is poor, any official should immediately sound the whistle; signal the clock should not start and order a rejump.
5. Have primary responsibility for action of jumpers.
6. Hold his/her position until the direction of the ball is established.
7. Move slowly to correct position as Trail.
8. Ensure the proper setting of the possession arrow.
9. Be responsible for PCA once control and direction of play have been determined.

C. Umpire 1:

1. Take a position on the table side sideline, approximately 28 feet from the end line, to the left of the tosser.
2. Primarily responsible for the toss and calling back a poor toss.
3. Signal the clock to start when the ball is legally touched.

D. Umpire 2:

1. Take a position on the opposite sideline, approximately 28 feet from the end line, to the right of the tosser, on the side opposite the U1.
2. Primarily responsible for the position and action of the eight nonjumpers.

E. Ball Goes Right:

1. U2 will move to the right and become the Lead.
2. U1 will move to the left and become the Center.
3. Referee (tossing official) will hold until players clear and then move to Trail.
4. Lead must be prepared to rule on quick three-point try.
5. Referee (tossing official) will assume sideline responsibility U2 had during the jump ball and check the arrow setting. See Diagram 3-3.

F. Ball Goes Left:

1. U1 will move to the right and become the Lead.
2. U2 will move to the left and become the Center.
3. Referee will hold momentarily and then move to Trail, enabling coverage of the sideline opposite U2.
4. U's must be alert to move in either direction should a quick turnover occur before the referee becomes free to move.
5. Referee (tossing official) will assume sideline responsibility U1 had during the jump ball and check the arrow setting. See Diagram 3-4.

3.2.2 Throw-ins:**A. General Throw-in Provisions:**

1. Always indicate the color and direction of the throw.

DIAGRAM 3-3

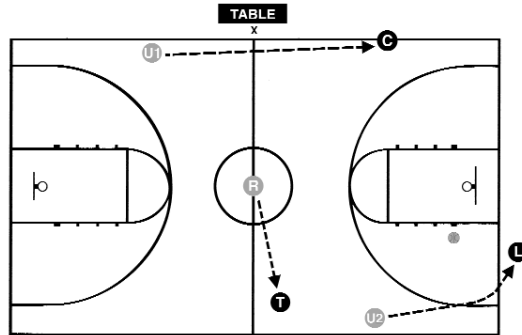
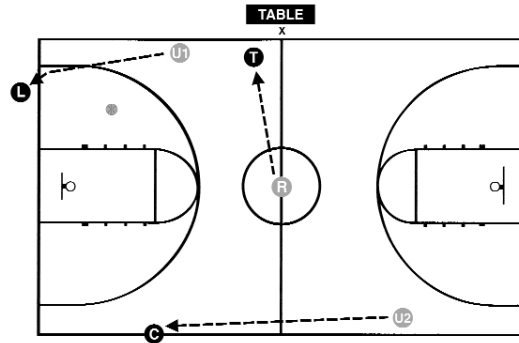


DIAGRAM 3-4



2. In the frontcourt, the official responsible for the line is the administering official. See Diagram 3-5.
3. In the backcourt, the new Trail is the administering official. A bump and run may be necessary. See Diagram 3-5.
4. The ball is taken out of bounds at the appropriate spot according to Diagram 3-6. The spot should be designated by the administering official.
5. The administering official should always make eye contact with his/her partners before handing or bouncing the ball to the thrower.
6. The throw-in team should make a player available to attempt the throw-in. No appreciable delay should be allowed before placing the ball at the disposal of the thrower and beginning the five-second count.

DIAGRAM 3-5

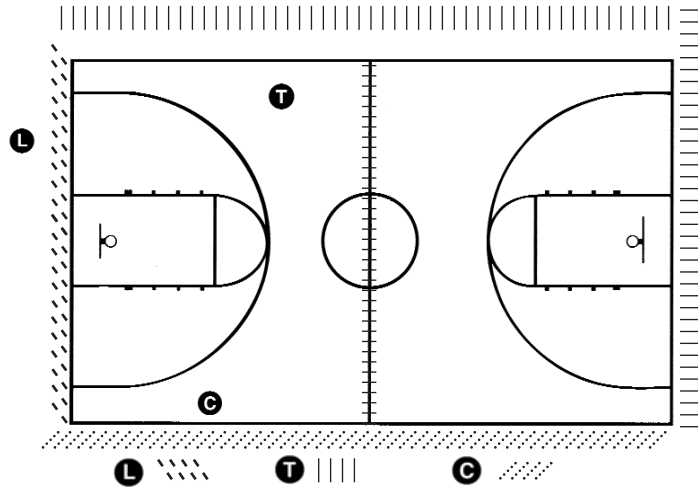
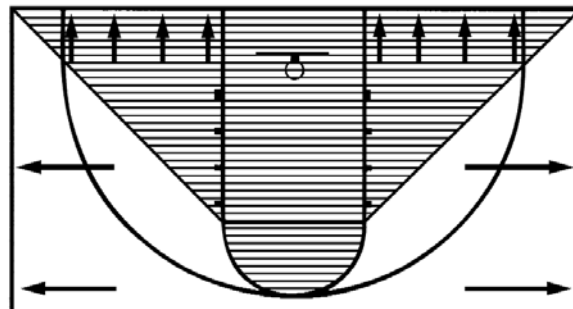


DIAGRAM 3-6
THROW-IN SPOT; THROW-IN COVERAGE

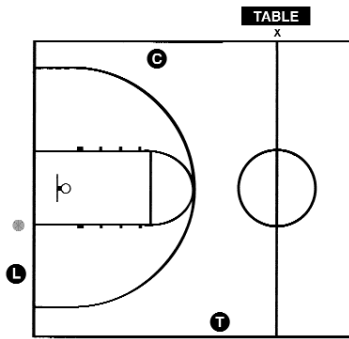


7. When administering throw-ins on the sideline, a bounce is recommended.
8. When administering throw-ins on the frontcourt end line the ball shall be handed to the thrower.
9. Once the ball is handed or bounced to the thrower, move to observe the action unless the throw-in is following a successful goal, in which case no official need handle the ball prior to the throw-in.
10. The administering official shall sound the whistle to indicate play is

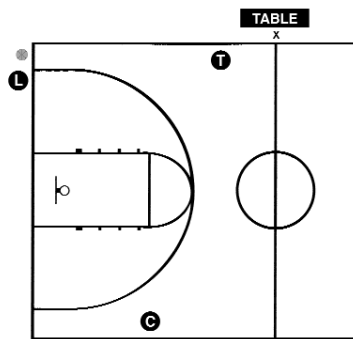
about to begin only following a charged time-out, an intermission or an unusual delay.

- 11. The administering official shall begin the five-second count when the ball is at the thrower's disposal. The count is silent and visible.
 - 12. If the clock has been stopped, the administering official should signal to start the clock when the released ball legally touches a player who is inbounds.
 - 13. The side of the court where the throw-in takes place is always the strong side.
- B. Starting a Period:**
- 1. The throw-in to start the second, third and fourth quarters and any extra period shall be administered by the Referee at the division line opposite the table.
 - 2. Indicate color and direction, designate the throw-in spot, sound the whistle to alert players that play is about to begin, place the ball at the thrower's disposal.
- C. End Line:**
- 1. The Lead may be made on either side of the thrower for end line throw-ins in the frontcourt. Proper positioning should be based on providing the best possible coverage. See Diagrams 3-7 and 3-8.
 - 2. The Lead should hand the ball to the thrower when remaining in the frontcourt.
 - 3. Backcourt end line throw-ins by the Trail shall be made outside the thrower.

**DIAGRAM 3-7
ENDLINE THROW-IN IN FRONT-
COURT OPPOSITE SIDE REMAINS IN
FRONTCOURT**



**DIAGRAM 3-8
ENDLINE THROW-IN IN FRONT-
COURT TABLE SIDE REMAINS IN
FRONTCOURT**

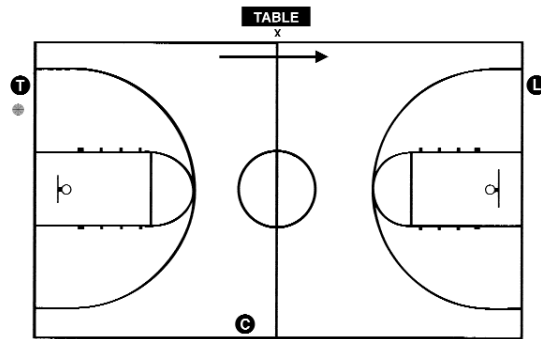


- 4. All throw-in spots on the end line shall be outside the free-throw lane-line extended. See Diagrams 3-9 and 3-10.
- 5. When the clock is stopped, use the proper verbal and visual signal to indicate whether a spot throw in or running the end line privileges are in effect.

D. Frontcourt:

- 1. In the frontcourt, the throw-in is administered by the official responsible for the boundary line.
- 2. The officials not administering the throw-in shall use the "wide triangle" principle.

**DIAGRAM 3-9
ENDLINE THROW-IN IN BACKCOURT TABLE SIDE GOING TO FRONTCOURT**



**DIAGRAM 3-10
ENDLINE THROW-IN BACKCOURT OPPOSITE SIDE GOING TO FRONTCOURT**

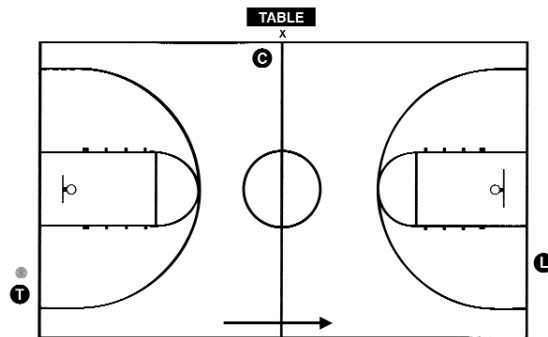
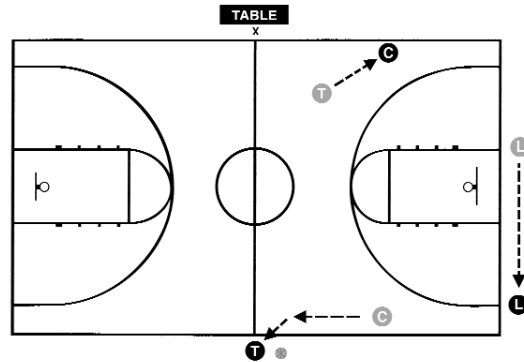


DIAGRAM 3-11
SIDELINE THROW-IN IN FRONT COURT,
BALL OUT OF BOUNDS OPPOSITE SIDE FRONT COURT



3. The Lead administers all end line throw-ins. The Trail mirrors the Lead's stop- and start-clock (chop) signal. To ensure proper court coverage, the Trail must open his/her position and field of vision to watch both the PCA and mirror the start clock.
 4. The administering official for all sideline throw-ins shall be or become the Trail. See Diagram 3-11.
- E. Backcourt:**
1. The new Trail official shall administer all throw-ins in the backcourt and may need to change sides of the court ("bump and run") depending on the throw-in spot.
 2. The Center and Lead officials use the "wide triangle" principle. See Diagrams 3-12, 3-13 and 3-14.
- F. Press:** Should the defense press, the Center and Lead officials will position according to the location of players and may start in backcourt and move as play dictates. See Diagrams 3-15 and 3-16.
- G. Technical Fouls:** After a technical foul, the throw-in shall be administered at the division line opposite the table.
- H. After a Goal:** If the throw-in is after a goal, the opposing team should be allowed a reasonable time to secure the ball at the end line after which the five-second count is started.
- I. Player Coverage:**
1. Activity of the thrower and nearby players is the primary responsibility of the administering official.
 2. The non-administering officials are primarily responsible for players at a distance.

DIAGRAM 3-12
SIDELINE THROW-IN IN BACKCOURT TABLE SIDE GOING TO FRONTCOURT

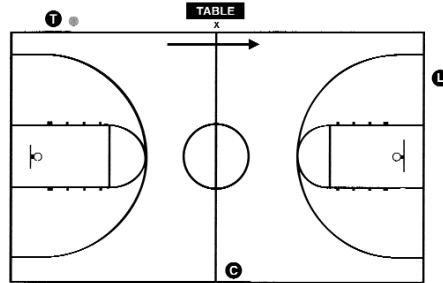


DIAGRAM 3-13
SIDELINE THROW-IN IN BACKCOURT OPPOSITE SIDE GOING TO FRONTCOURT

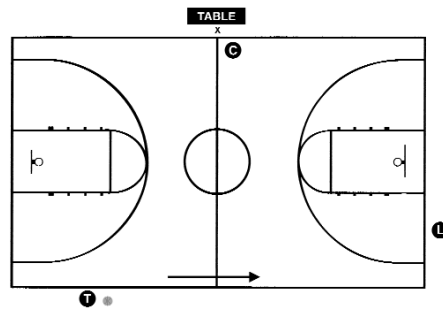
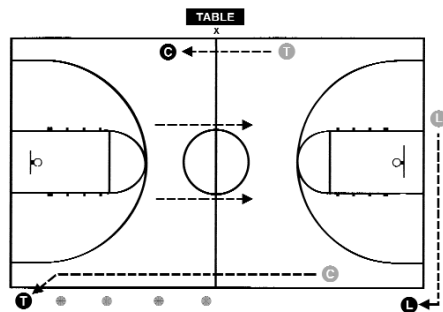


DIAGRAM 3-14
SIDELINE THROW-IN IN BACKCOURT OPPOSITE SIDE, AFTER BEING IN FRONTCOURT, RETURNS TO FRONTCOURT



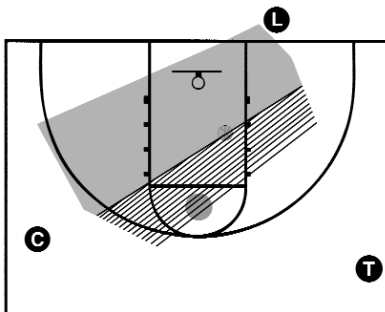
3.2.3 Free Throws:**A. General Provisions:**

1. Switch positions according to rules and diagrams after each foul before administering the free throw. See Section 3.4.2.
2. The non-calling officials should assist with identifying the shooter.
3. If contact with the free thrower or a huddle delays administration, administer appropriately. A team warning should be reported to the scorer and to the coach. One delay warning per team; thereafter, a team technical foul is immediately assessed and is administered after the free throw(s) with the lanes cleared.
4. See Diagram 3-17.

B. Center Official:

1. Take a position just above the free-throw line extended, halfway between the nearer free-throw lane and sideline.
2. When the thrower receives the ball, begin a visible 10 count with wrist flicks.
3. Observe the thrower and top two spaces on the opposite lane line for violations; give the appropriate signal immediately if either team violates.
4. Observe the flight of the ball and note whether the ball goes through, contacts or misses the ring.
5. Close down when the ball contacts the backboard or ring and officiate rebounding action in PCA.
6. Watch for goaltending or basket interference.
7. Signal to start the clock if the final throw or the first throw of a one-and-one is unsuccessful and the ball is to remain live.

**DIAGRAM 3-17
FREE THROW**



C. Lead Official:

1. Secure the ball until the Center and Trail officials complete all signals and are in position.
2. Check to see that the lane spaces are properly filled.
3. Glance at the table.
4. Step into the lane; visually and verbally indicate the number of throws to be administered.
5. Bounce the ball to the thrower and back out of the lane. For all free throws, the position of the Lead official should be approximately 4 feet from the nearer lane line and well off the end line.
6. Watch the first space on the near lane line and all the spaces on the opposite lane line for violations and give the appropriate signal immediately when either team violates.
7. If the final throw is to be followed by a throw-in, start the count when the non-scoring team has had ample time to secure the ball; signal to start the clock at the proper time.

D. Trail Official:

1. Take a position approximately 28 feet from the end line just inside the table side sideline boundary. If possible, do not obstruct the view of the scorer, timer and team benches.
2. Indicate to partners the number of free throws.
3. Be primarily responsible for holding or beckoning substitutes and any other table activity.
4. Observe players in the backcourt or if conditions warrant, move into the backcourt.
5. Assist the Center and Lead with free-throw violations.
6. Close down when the ball is released by the thrower and officiate rebounding action in PCA.

E. All Officials:

1. Ensure that the correct player attempts the throw.
2. Ensure that players are in the proper lane spaces.
3. Make eye contact with each other and give visual signals to indicate the number of throws to be administered.
4. Take a glance at the scorer's table.
5. After the free thrower releases the ball, officiate action in PCA.
6. See Section 3.3.7 regarding transitioning down court when defense gets the rebound.

3.3 COURT COVERAGE**3.3.1 Positioning:****A. Lead Position:**

1. Lead should be located 4-6 feet off of the end line.

2. Proper depth will provide a greater view field. Lead should move along the end line based on the ball movement and the players' location.
3. Lead should not typically be wider than the three-point line.
4. As the ball crosses to the Center's side of the court, Lead should close down to be located just outside of the key area.

B. Center Position:

1. Center's home position is along the sideline, straddling the free-throw line extended.
2. May move one to two steps above or below that location to obtain proper angles.
3. May move a step or two into the court to obtain a better position if all of the players are located on or toward the other side of the court.
4. May move higher if there is strong defense or a trap at the division line.

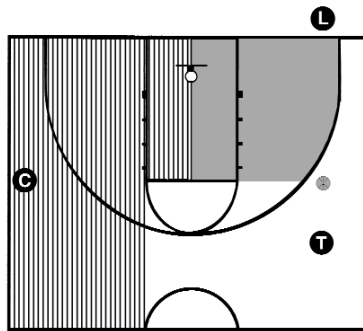
C. Trail Position:

1. Trail's home position is at or below the 28-foot line and along, or just inside, the sideline.
2. May move a step or two onto the court to obtain a better angle on plays, but must be mindful of passing lanes
3. May move down toward the end line to obtain a better angle on plays, but must be mindful of a quick turnover.
4. May move higher and even into the back court if play dictates (i.e., delay or spread offense).

3.3.2 Primary Coverage Areas (PCA):**A. General Provisions:** Officials can maintain proper court coverage by:

1. Maintaining a wide triangle whenever possible.
2. Moving to obtain the best angle on the ball and/or players. "Move to improve" and don't get "straight-lined."
3. Rotating based on ball movement.
4. Transitioning into the proper new positions each time there is a change of possession of the ball.
5. Properly identifying and controlling primary coverage areas. See Diagram 3-18.
6. Properly identify secondary coverage areas to assist other officials when there is no action within the primary area.
7. Calls may be made outside an official's primary area, but the primary coverage official should be given the first opportunity to make the call. Exception – non-basketball plays (flagrant, unsporting, etc.). These should be called immediately, regardless of whether they are located within one's primary area.
8. Officials must thoroughly "pregame" primary and secondary coverage and areas where coverage intersects.

DIAGRAM 3-18
PRIMARY COVERAGE IN FRONTCOURT



- B. Five-Second Count:**
1. Officials are responsible for a five-second count within their primary coverage area.
 2. During a five-second count, if the ball moves out of an official's primary area, he/she shall maintain the count until the count is appropriately ended.
 3. Switch hands when going directly from a holding to a dribbling count.
- C. Drive to Basket:**
1. When a player with the ball starts a drive to the basket from an official's primary area, that official has primary coverage of the player and the ball all the way to the basket – even if the ball moves into another official's primary area.
 2. Officials should pregame the coverage of pass-offs on drives to identify which official will follow the ball and which will stay with the driver to cover any crash after the pass-off.
- D. Line Coverage:**
1. Lead is responsible for the entire end line.
 2. Center is responsible for his/her sideline.
 3. Trail is responsible for the backcourt end line, his/her sideline and the division line. See Diagram 3-5.
 4. When the ball goes out of bounds and the responsible official needs help, he/she should look in the direction of the nearer official or the official sharing that area of responsibility. That nearby official should be prepared to give assistance. If the responsible official asks for assistance, the nearby official should verbally and visually signal the appropriate call – the officials do not need to confer in this situation. On the

other hand, if a non-responsible official has information regarding the out-of-bounds call, he/she may quickly approach the calling official to share the information and then leave the call to the responsible official. The officials should pregame the situations in which a non-responsible official should approach the calling official.

5. On a fast break, when a quick transition occurs, and during a full court press, the new Lead shall assume responsibility for the sideline until the new Trail is able to obtain a position to pick up the sideline coverage. The new Lead should assume such sideline coverage until he/she assumes a position along the frontcourt end line.
- E. Delay or Spread Offense:** In a game involving a “delay” or “spread” offense, the officials will maintain normal officiating responsibilities.
- F. Press Coverage:**
1. Keep congested area covered with wide triangle.
 2. Trail has 10-second count in backcourt, remains with playing action and possibility of a quick turnover. Trail must trail the play.
 3. Center and Trail move with speed of the ball.
 4. Center assists Trail with division-line violations. Center maintains a position so that the middle “pack” of players is in view.
 5. Lead takes a position a step or two nearer his/her end line than the deepest player. The Lead covers quick breaks and long passes, keeping players boxed in.
 6. All officials keep moving to obtain proper angles and avoid being straight-lined.
 7. See Diagrams 3-19 and 3-20.

3.3.3 Rotation:

A. General Provisions:

1. Rotations should be thoroughly discussed at the pregame conference.
2. Ball location keys the need for a rotation. See Diagram 3-21.
3. The Trail or Center can facilitate a rotation, but only the Lead initiates a rotation.
4. A rotation should only take place when all three officials are in the frontcourt.
5. A rotation begins when the Lead moves laterally and penetrates the key area. The rotation is not complete until the Lead passes beyond the far lane-line extended.
6. There should rarely be two Trails. There may be two Centers for brief periods of time.
7. If a trap occurs near the division line on the Center’s side of the court, the Center should move higher to officiate that play and the Lead should initiate a rotation. If the Lead does not rotate, the Center should go back to a normal Center position when play permits.

lane, the Lead must officiate players in the post (PCA).

5. Lead should not be caught within the key area except when rotating across or just briefly to view a play or drive to the basket from the Center side of the court.
6. A rotation does not have to be completed if, in the Lead's judgment, better coverage necessitates going back to the original strong side. The play may have been reversed or a shot/drive may have occurred mid-way through the rotation.

C. Old Center Official:

1. Continue to referee in PCA; if the Lead is initiating a rotation, the ball is likely in the Center's primary.
2. Back out to new Trail position when play permits; don't get "straight-lined" and maintain open angles.

D. Old Trail Official:

1. When the ball swings to the Center's side of the court, close down and anticipate a rotation.
2. Continue to referee in PCA; if the Lead is initiating a rotation, the ball is likely on the other side of the court in the Center's primary.
3. Close down into new Center position; pick up new primary coverage off the ball.

3.3.4 Shots and Rebounding:

A. Coverage:

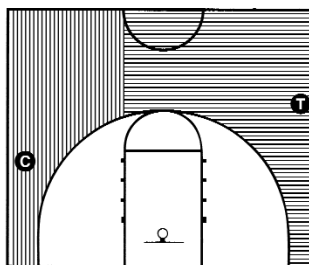
1. Each official is responsible for all shots in his/her PCA.
2. If a shot is taken near an area where coverage intersects, the secondary official should be prepared to assist.
3. The outside officials, Center and Trail, should close down on shots; responsible for interference/goaltending and perimeter rebounding coverage.
4. The Center official typically has weak-side rebounding coverage.
5. The Lead and Trail officials have strong-side rebounding.

B. Three-Point Try:

1. When a three-point attempt is anticipated, the official should adjust position to enable him/her to clearly judge the attempt.
2. For a successful three-point field goal, the shooter must have been airborne from behind the line or have his/her foot or feet on the floor behind or outside the three-point line when the shot is attempted. Touching the line, or inside it, places the shooter in the two-point area.
3. When a player attempts a three-point field goal, the official whose area the player is in will signal by extending one arm at head level with three fingers extended. See Diagram 3-22.
4. If the three-point attempt is successful, the covering official will signal by fully extending both arms over head with palms facing.

5. When the Trail official signals a successful three-point attempt, the Center official shall mirror the signal. When the Center official signals a successful three-point attempt, the Trail official shall mirror the signal. Lead has responsibility to assist Center and Trail in transition.

DIAGRAM 3-22



C. Shooting Fouls:

1. When a tap or a try for goal occurs, be alert for a possible foul and if one occurs, decide immediately as to when it occurs with reference to the tap or try.
2. If the foul is by the tapper/shooter or a teammate, the important factor is whether it is before or after the ball is in flight.
3. If the foul is by an opponent, the decision hinges on whether it is:
 - a. Before the tapping/trying motion starts – foul causes ball to become dead immediately.
 - b. During the tapping/trying motion – the goal counts if the tap/try is successful.
 - c. After the ball is in flight – the goal counts if the tap/try is successful, if the foul is not one against a shooter/tapper, the penalty is administered regardless of whether the tap/try is successful.

D. Signaling:

1. On a foul occurring near or during an attempted try for goal, use the appropriate mechanics signal to identify whether a successful goal is to be cancelled or counted.
2. Non-calling officials should not signal unless such communication is necessary. Their attention should be centered on their primary duties and they should be prepared to assist the calling official if that official is unsure whether the ball went through the basket.
3. An appropriate signal shall be given when there is a successful three-point try or an awarded basket because of goaltending or basket interference.
4. Do not turn back on players and court when signaling.

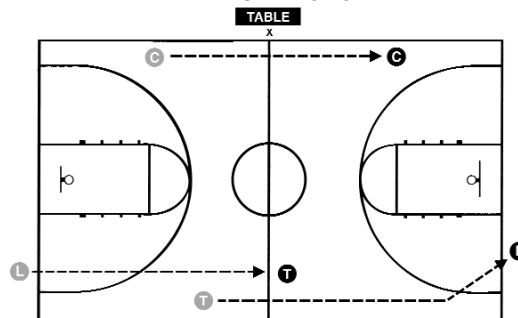
3.3.5 Transition/Fast Break:

A. General Provisions:

1. Officials should pregame transition coverage, including the court coverage notes in Section 3.3.2 above.
2. Never turn your back to the court or players while in transition.
3. See Diagram 3-23.

- B. Lead to New Trail:**
1. Lead becomes new Trail.
 2. Lead to new Trail moves to cover backside of fast break or maintains a pace that allows him/her to trail the play coming up the court.
- C. Center Official:**
1. Center remains Center.
 2. Move with speed of ball and players, responsible for fouls and violations between top of circle in backcourt to top of circle in frontcourt. Trail and Lead may be unable to obtain an angle on plays in this area.
 3. Responsible if ball goes to the basket on your side.
 4. On passes, normally stay with passer.
- D. Trail to New Lead:**
1. Trail becomes new Lead.
 2. Sprint to end line and officiate the play coming toward you. Accept the play.
 3. On passes, take the ball.
 4. Lead may initiate a rotation when all three officials are in the frontcourt.
- 3.3.6 Last-Second Shot:**
- A. Three-Tenths of a Second Rule:** When play is resumed with a throw-in or free throw and three-tenths of a second or less remains on the clock, no field goal may be scored by a try for goal. A tap could score. This does not apply if the clock does not display tenths of a second.
- B. Try/Tap in Flight Rule:** The expiration of time always causes the ball to become dead immediately unless it is after the ball is in flight for a tap or try. In that case, the ball remains live and the period does not end until the tap or the try ends.
- C. Preparation:** Use time-outs near the end of any period to communicate the coverage for any last second shot. Each official should be aware of the remaining time in a period and be alert for the timer's signal.

DIAGRAM 3-23



D. Making the Call:

1. The opposite side official (Trail or Center) is responsible for making the call on any last-second shot and should communicate this to his/her partners. Such communication should be repeated on any change of possession.
2. When the Trail is opposite the table and the ball is inbounded in the backcourt, the Lead and Center should be prepared to assist. The Lead should be prepared to lend assistance on a fast break.
3. If a non-responsible official has information regarding the allowing or disallowing of a basket to share with the calling official, he/she should go directly to the responsible official for a brief discussion.

E. Final Decision: The Referee will make the final decision in case of disagreement between the officials or if it is necessary to consult the timer. The timer should only be consulted on a last-second tap or try when the red/LED light fails to illuminate or the timer's signal is not heard.

F. State Championship End-of-Game Monitor Review:

1. A state association may permit game or replay officials to use a replay monitor during state championship series contests to determine if a try for goal at the expiration of time in the fourth quarter or any overtime period (0:00 on the game clock) should be counted, and if so, determine if it is a two- or a three-point goal.
2. Obtain instructions from the state association/tournament director regarding specific guidelines and procedures for use with this rule.
3. The covering official should always signal and communicate the call on the court prior to any monitor review. If a review will occur, keep the teams at their respective benches; the referee should bring the head coaches together to inform them that a review will occur.

3.4 PLAY IS STOPPED**3.4.1 Violations:****A. General Provisions:**

1. All three officials are responsible for calling violations.
2. Typically an official should call violations in his/her PCA, but any violation observed should be called.
3. Refer to Section 3.2.2 for putting the ball in play following a violation.

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

1. Give a single sharp blast of your whistle and fully extend one arm above the head with fingers extended to stop the clock.
2. Move toward the area of the violation, stop and signal the nature of the violation.
3. Do not turn your back when indicating directions.

4. Point in the direction of the throw-in team's basket and call out its jersey color.
5. Indicate the throw-in spot.
6. Be sure both teams understand to whom the ball has been awarded.

C. Free-Throw Violations:

1. For a free-throw violation by the free thrower or a teammate, follow the same procedure as for a floor violation if no other free throw is to follow. The spot of the throw-in will normally be on the end line as that is the nearest spot out of bounds.
2. For a free-throw violation by the defensive team, give the delayed-violation signal, but do not sound the whistle before the free throw has ended. If the free throw is successful, ignore the violation. If the throw is not successful, award a substitute free throw. If this substitute throw is for the first throw of a one-and-one bonus penalty and is successful, it will be followed by the extra throw. Following a violation, the clock should not start after an unsuccessful free throw and, in case of doubt, the official should give the time-out signal when the official detects the violation.
3. When there is a free-throw violation by a defensive player followed by a violation by an offensive player in a marked lane space, the second infraction is ignored. If the second infraction is by the free thrower or a teammate behind the arc, a simultaneous violation occurs. If a simultaneous violation occurs on the first of a multiple throw (two or three free throws), cancel the throw and award the other(s). If the simultaneous violation occurs on the last throw, resume play with an alternating-possession throw-in. If disconcertion by a defensive player is followed by a violation by the free thrower, a substitute throw is awarded.

D. Basket Interference/Goaltending Violations:

1. For a basket interference or goaltending violation, the Center and Trail officials will be responsible for the flight of the ball on a try.
2. The off official (Trail or Center) will be responsible to determine when a violation occurs, and he/she will, if necessary, move to a position to more effectively cover his/her area of responsibility.
3. The other officials will watch for fouls.
4. If the try is in the Trail official's area, he/she will assume responsibility for contact between the shooter and the defensive player.
5. The Center official, responsible for the flight of the ball, will communicate with the other officials as to whether a basket shall count.

3.4.2 Fouls:

A. General Provisions:

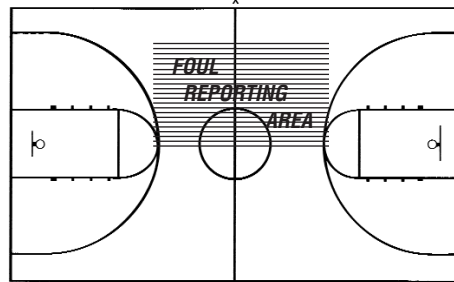
1. All three officials are responsible for calling fouls.
2. Typically an official should call fouls in his/her PCA, but any foul

observed should be called.

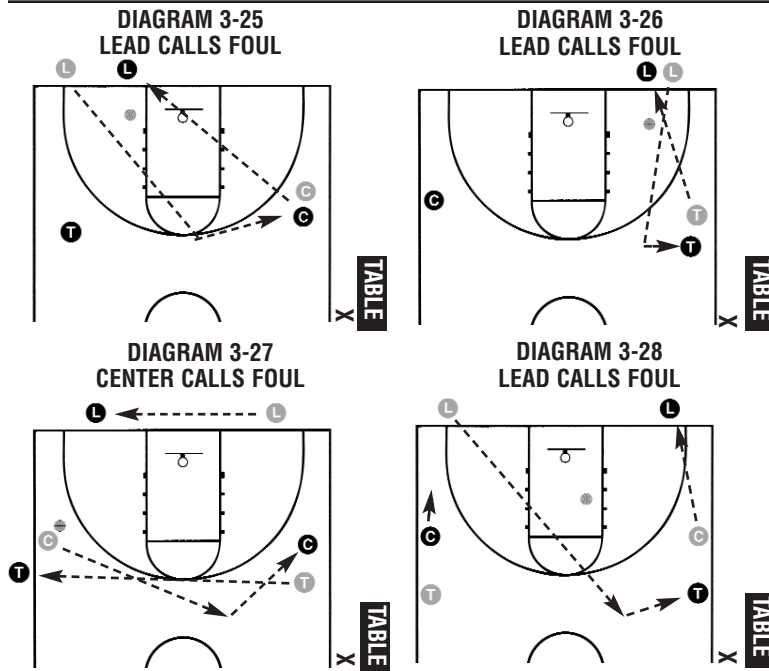
- B. Point of the Foul:** It is imperative that a definite procedure in officiating mechanics be used when a foul occurs. The following duties should be performed in the order listed by the calling official:
1. Inform the timer and alert the scorer by sounding the whistle with a single sharp blast while raising one hand, fist clenched, straight and high above the head.
 2. When clarification is needed, delay and extend the other hand, palm down toward the fouling player's hips (bird-dog signal).
 3. While holding the foul signal, move toward the play and near the fouling player, stop and verbally inform the player that he/she fouled by stating the jersey color and number.
 4. Lower the foul signal and indicate the nature of the foul by giving a preliminary signal.
 5. If a team-control foul, signal in the direction of the non-fouling team's basket. If a shooting foul, verbally give free-throw shooter's number to the shooter and the other officials. Visually give the number of free throws to the non-calling officials.
 6. Indicate the throw-in spot if a throw-in will follow.
 7. If basket has been scored, signal to count as soon as it is legally scored. If a try attempt is not to be awarded (whether or not the attempt is good), immediately wipe off the attempt with the appropriate signal.
 8. Do not be in a rush to leave the play area if players are in close proximity or on the ground. Attend to the dead-ball situation at the point of the play before leaving to report to the table.
- C. Reporting:**
1. Report to the table before addressing questions from either coach.
 2. If the situation necessitates a discussion with the other officials, have the discussion before reporting to the table so that the correct call and information is conveyed to the table.
 3. The calling official informs the scorer by moving around players and proceeding quickly to the reporting area (Diagram 3-24); do not run through the players. Going to any portion of the reporting area and "saving steps" is permissible.
 4. The calling official shall follow the following procedures:
 - a. Once in the reporting area, the official will come to a complete stop before communicating with the table officials.
 - b. Slowly state the color of the jersey and the playing number of the player who fouled. Visually indicate the number of the player who fouled with a one-handed signal.
 - c. Give a visual signal indicating the nature of the foul.

DIAGRAM 3-24

TABLE



- d. If player-control or team-control foul, use the appropriate player- or team-control foul signal, and only if necessary, the additional foul signal to communicate the type of foul.
 - e. If free throws are to be attempted, indicate the number of throws awarded by using only one hand or two hands in the case of a one-and-one situation.
 - f. Observe activity around each team's bench and penalize when necessary.
 - g. Complete all communication with table before admitting a substitute or acknowledging a request for time-out.
- D. Free Officials:**
1. The non-calling officials should freeze their field of vision to observe players until the calling official completes reporting to the table and turns to observe the players. If there is any information that should be communicated to the calling official before he/she reports the foul (see 6. below), quickly approach the calling official before he/she reports the foul.
 2. Ignore the ball while the foul is being reported.
 3. Anticipate anything unusual relative to the next play, such as, but not limited to, false double or double fouls, one or two shots, change of side, etc.
 4. After the foul is reported (or as the reporting official is completing the reporting) while keeping the players in view, secure the ball and move to the proper positions for the ensuing play, without running through the players.
 5. If a free throw(s) is to be taken, insure the proper free thrower is on the line.
 6. If the ball goes in the basket and the calling official has not counted the basket, it is the responsibility of a non-calling official to immediately communicate verbally to the calling official before the official reports



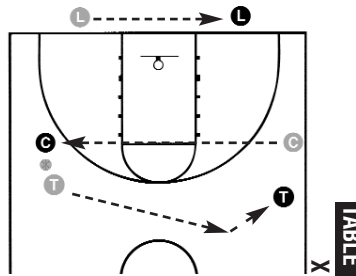
the foul to the table. Verbally state, "the ball went in." It is now the responsibility of the calling official to count the basket, or if they have knowledge the foul occurred before the shot, to disallow the basket. The non-calling official should not visually signal to count the basket or state that the basket counts – just communicate that the ball went in the basket.

E. Switching:

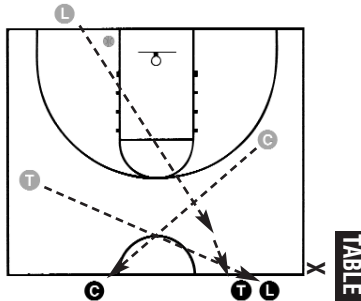
1. The non-calling officials are responsible for initiating a switch.
2. Staying in the frontcourt – No free throws:
 - a. The calling official remains table side.
 - b. The table side official (Center or Trail) replaces the calling official.
 - c. The third official remains in the same position occupied at the time the foul was called.
 - d. See Diagrams 3-25, 3-26, 3-27.
3. Staying in the frontcourt – With free throws:
 - a. The calling official remains table side and becomes Trail for the free throws.

- b. The table side official (Center or Trail) replaces the calling official.
- c. The third official remains in the same position occupied at the time the foul was called.
- d. See Diagrams 3-28, 3-29.
- 4. Going to the backcourt – With free throws:
 - a. The calling official remains table side and becomes Trail for the free throws.
 - b. The two non-calling officials slide down court to the closest position (Center or Lead).
 - c. See Diagrams 3-30 through 3-33.
- 5. There is no switch under the following circumstances:
 - a. A foul in the backcourt going to the frontcourt with no free throws. This is treated the same as a violation in the backcourt. A “bump and run” may be necessary. See Diagrams 3-34 through 3-39.
 - b. When the calling official is already the table side Trail. See Diagram 3-40.
 - c. When the table side Center makes a call in which the ball will be taken out of bounds opposite the table staying in the frontcourt. This should be a rare situation, as this would likely be outside the Center’s PCA.
- 6. The calling official has the option of going opposite the table to avoid a confrontational

**DIAGRAM 3-29
TRAIL CALLS FOUL**



**DIAGRAM 3-30
LEAD CALLS FOUL**



**DIAGRAM 3-31
CENTER CALLS FOUL**

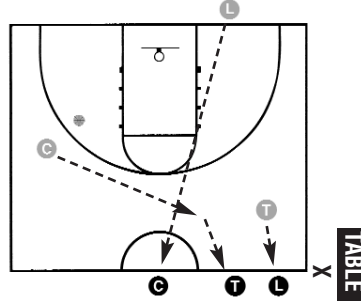


DIAGRAM 3-32
TRAIL CALLS FOUL

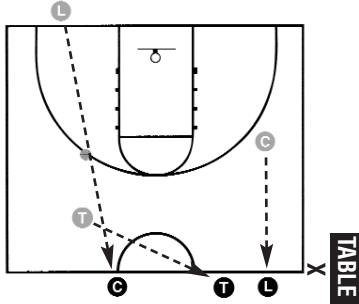


DIAGRAM 3-33
TRAIL CALLS FOUL

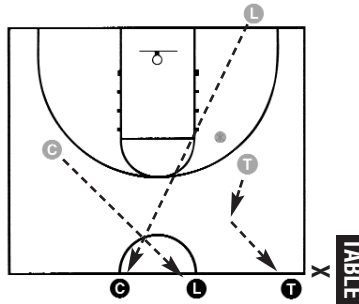


DIAGRAM 3-34
LEAD CALLS FOUL

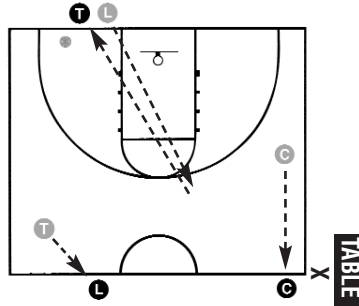


DIAGRAM 3-35
LEAD CALLS FOUL

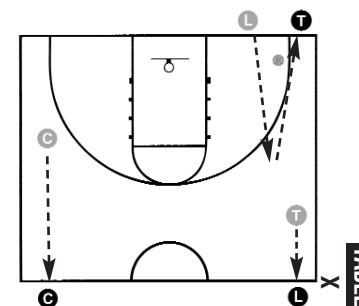


DIAGRAM 3-36
CENTER CALLS FOUL

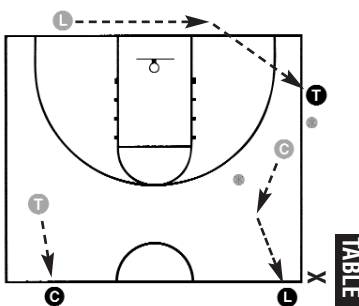
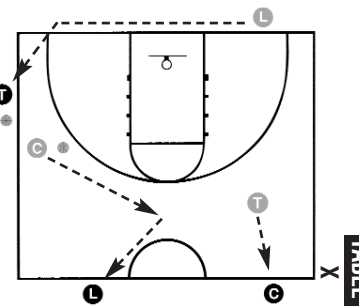
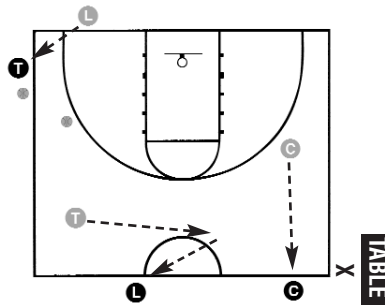


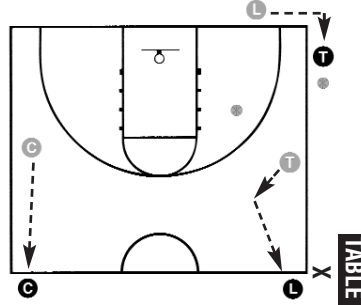
DIAGRAM 3-37
CENTER CALLS FOUL



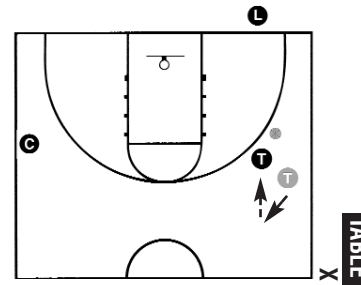
**DIAGRAM 3-38
TRAIL CALLS FOUL**



**DIAGRAM 3-39
TRAIL CALLS FOUL**



**DIAGRAM 3-40
TRAIL CALLS FOUL**



situation with coach/bench, i.e., after a technical foul on the coach or disqualifying foul. This practice should rarely be used and should be discussed thoroughly in the pregame conference.

F. False/Double Fouls:

1. After a double foul or a false double foul, the calling official should go to the table to see that the fouls are properly charged.
2. No free throws are awarded for a double personal foul, a double technical foul or a simultaneous technical foul by opponents, and play resumes at the point of interruption.
3. Penalties for false double fouls are administered in the order in which the fouls occurred.

G. Technical/Intentional/Flagrant Fouls:

1. The official who calls the foul reports it and becomes the Trail for the free throws.
2. See 3.4.2.E.6. above regarding the option to go opposite.
3. All officials must be in position before putting the ball at free-thrower's disposal. Since a throw-in follows, lane spaces are not occupied.
4. Following a technical foul free throw, the Center will administer the throw-in at the division line opposite the table becoming new Trail.
5. On an intentional or flagrant foul, the official responsible for the end

line or sideline nearest the foul location will administer the throw-in.

H. Disqualification Procedure:

1. The new table side (Center or Trail) official shall notify the coach and request the timer to begin the replacement interval, and then notify the disqualified player.
2. The officials not administering the disqualification should assume proper positioning for the subsequent throw-in or free throw.
3. The official administering the disqualification should take a position on the division line half way between the center circle and the sideline nearer the table to administer the substitution.
4. Immediately after the substitution, the administering official shall return to his/her proper position for the subsequent throw-in or free throw.

3.4.3 Held Ball:

- A. While the PCA official is more likely to make the call, any official may recognize and sound his/her whistle for a held ball.
- B. Give the signal for a held ball immediately. There is no need to raise a hand for the stop-clock signal.
- C. The closest official moves in and toward the action; use your voice or whistle to ensure players' stop their activity; this may help prevent dead-ball contact or rough play.
- D. Non-calling officials supervise other players and bench activity.
- E. Only after ensuring that all play has stopped, check the possession arrow. The calling official then verbalizes color and signals in the proper direction.
- F. Throw-in location shall be according to Diagram 3-6.
- G. After completion of throw-in, ensure the possession arrow is switched.

3.4.4 Time-outs:

A. General Provisions:

1. If a player or head coach requests a time-out while the ball is live, ignore it if the ball is in control of an opponent, not in control of an opponent or not in control of either team.
2. If the request is during a dead ball or during a live ball that is being held or dribbled by the requesting player or a teammate, it should be granted.
3. No time-out may be granted during an interrupted dribble.
4. The opponents may not be granted a time-out once the ball is at the disposal of the thrower for a throw-in or the ball is at the free-thrower's disposal.
5. Do not grant a time-out after a foul until the necessary information has been given to the scorer.
6. Do not grant a time-out until an injured, disqualified or player directed to leave the game has been replaced.
7. After a free thrower has the ball or the ball is at the disposal of the

thrower on a throw-in, he/she or a teammate may request and be granted a time-out, but the opponent may not.

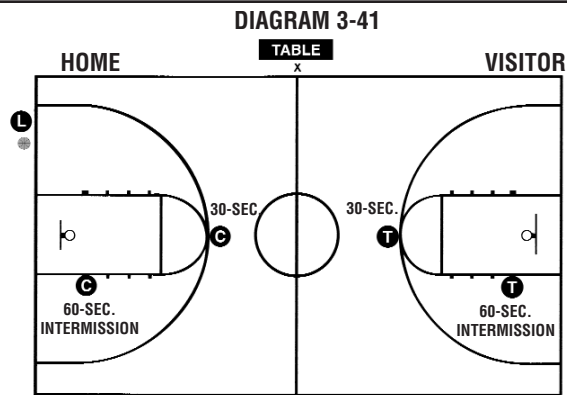
8. After a successful free throw or field goal, any player or head coach may request a time-out, until the non-scoring team secures the ball for the throw-in. Once the official begins the 5-second count, the scoring team cannot be granted a time-out.
9. If an official erroneously grants a time-out request, it is not a team infraction. Allow the team the full time and charge it to them.
10. A request for an excess time-out shall be granted, but it is penalized with a technical foul.
11. If opponents simultaneously request a time-out during a dead ball, charge a time-out to each team (or better, hear or see one request before the other).
12. The official may suspend play to permit a player to correct or replace displaced eyeglasses or lens without charging a time-out.

B. Reporting Procedures:

1. Sound your whistle while giving the clock-stopping signal.
2. While moving to the reporting area, look for verification from the head coach as to what type of time-out is to be charged. Communicate the type of time-out using the proper signal.
3. A non-calling official should ensure that the non-calling team is aware of the type of time-out being called.
4. Within the reporting area, give the appropriate time-out signal again for the type of time-out (30 sec or 60 sec), verbally indicate the team color, verbally and visually give the player number or head coach (indicate by forming the shape of a "C" with the hand) making the request, and direct (visually/verbally) the timer to begin the time-out period by pointing to the scorer's table.
5. Notify a coach when that team has used its allotted time-outs.

C. Positions:

1. During any time-out interval the officials should remain in good posture and be alert.
2. During a 60-second time-out, the administering official should take the ball to where it will be put in play.
3. If the administering official needs to leave the throw-in spot, he/she may place the ball on the floor at the spot.
4. If play is to be resumed on table side near the scorer or team benches, move straight out on the floor in line with the other two officials.
5. The administering official should place the ball in front or behind the body or on either side to indicate the direction of play.
6. If play is to be resumed with a free throw, the administering official will take a position on the free-throw line.



7. During a 60-second time-out, the two non-administering officials should be on the blocks (neutral zone), opposite and facing the scorer's table. During a 30-second time-out, the non-administering officials stand at the top of the free-throw arc. See Diagram 3-41.
 8. Officials should be alert to beckon properly-reported substitutes into the game and ready to give the scorer and timer any needed information.
 9. If activities on or off the court make it necessary, officials may move to a safe location on/near the court during the time-out.
- D. Resuming Play:**
1. At the warning signal (first horn) for all time-outs, and the intermissions between the first and second and third and fourth quarters, the officials will step toward the team huddle and notify the coaches/bench by raising an index finger and saying "first horn."
 2. The officials should then move toward their proper positions to resume play.
 3. Officials shall see that each team has five players on the court.
 4. After the second horn to end the time-out or intermission, the administering official shall sound his/her whistle to indicate play is ready to resume.
 5. Signal when the clock is to start.
- 3.4.5 Intermissions:**
- A. During half-time intermission, the officials shall return to the court with 3 minutes remaining on the game clock to observe players.
 - B. During the intermission between quarters and any extra periods, the Referee shall take a position with the ball at the division line on the sideline opposite the table indicating the direction of play with the placement of the ball.

- C. The Umpires shall take a position on the blocks (neutral zone) opposite and facing each bench area. See Diagram 3-41.
- D. There should be no visiting unless it is to confer about some game situation.
- E. The officials are responsible for counting the players on each team.
- F. On a throw-in following an intermission, the administering official shall sound the whistle prior to putting the ball at the disposal of the thrower to indicate that play is about to begin.

3.4.6 Substitutions:

- A. To be acknowledged for entry, the substitute must be properly reported to the scorer and ready for entry, at which time the timer's horn is sounded.
- B. Generally, the Trail will acknowledge and beckon substitutes onto the court, except when the Trail is administering a throw-in. In that case, the Center will beckon the substitutes.
- C. In such case, when in-bounding the ball in the back court, the Center will beckon substitutes (if the table side Trail beckons the substitutes as he/she transitions to new Lead, he/she should hand off the administration to the Center).
- D. On a foul, report the foul before beckoning substitutes. Trail should hold the substitutes at the table until the calling official reaches the reporting area. After reporting the foul, the official (now the table side) should either beckon the substitutes or hold them at the table if there will be multiple free-throws.
- E. Between quarters, at halftime and during time-outs, the substitute(s) must report and be ready to enter prior to the warning signal.
- F. The warning signal does not affect substitutions on a player directed to leave the game, i.e. disqualification, injury, blood. Substitutes may be granted until the player has been replaced and the ball is about to become live.
- G. The official beckoning the substitutes should:
 1. Ensure that it is appropriate to beckon substitutes (i.e., the ball is not live, fellow official needs to report a foul).
 2. Sound his/her whistle, raise an open hand.
 3. Motion for the substitutes to enter the court.
 4. Keep the other hand raised (stop-clock signal) until the substitution(s) is completed and play may begin.

3.4.7 Injury/Blood:

- A. If a player is injured, an officials' time-out shall be declared when necessary to protect the player. When appropriate or necessary, the bench should be beckoned immediately. When bench personnel enters the court (whether beckoned or not), the injured player must leave the game until the next opportunity to re-enter after the clock has started unless a time-out is

called by his/her team. If the bench does not enter the court and an apparently injured player is ready to resume play immediately (within a few seconds), he/she may remain in the game and play shall be resumed as quickly as possible.

- B. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game by the officials and shall not return to play until cleared by an appropriate health care professional.
- C. Do not touch an injured player.
- D. If a player is apparently bleeding, has an open wound, an excessive amount of blood on the uniform or has blood on their person, he/she shall be directed to leave the game and may not re-enter until the bleeding/blood has been taken care of and after the clock has started and a substitution opportunity occurs unless a time-out is called by his/her team.

3.4.8 Double Whistles:

- A. Double whistles are generally a good thing, but only when the infraction occurs in or near an area where PCA's intersect. Otherwise, it may mean that the non-primary official is "ball-watching" in another official's primary.
- B. Generally, the official who has primary coverage at the time of the whistles should take control of the call.
- C. If the secondary official has a call that occurred before the primary official's call or has information that should be discussed with the primary official, the secondary official should close into the play quickly so that the primary official recognizes the situation.
- D. The officials should then discuss the play quickly to determine the correct call.
- E. Generally, the decision on the final call should be left to the primary area official.

3.4.9 Inadvertent Whistles/Horns:

- A. When an inadvertent whistle occurs, the officials must identify the status of the ball (player control, team control, location of the ball) at the time of whistle and administer the situation appropriately in accordance with the Point of Interruption Rule.
- B. If the scorer's horn is sounded while the ball is live, or when it is about to become live, the official may ignore it or honor it. The horn has no effect; but the official's whistle shall cause the ball to become dead or to remain dead.

3.5 COMMUNICATION

3.5.1 Signals and Mechanics:

- A. Signals are verbal and non-verbal means of communication by officials to

scorers and timers, players and coaches, as well as spectators and the media. See Appendix 4.3 for approved NFHS signals. Signals are required by the rules book. Each time the whistle is sounded there is an accompanying signal.

- B. Mechanics are methods or procedures used by officials while officiating the game that help put the official in the best possible position to provide proper court coverage and to provide effective communication to the table.
- C. Adherence to prescribed NFHS signals and mechanics enhances communication and presents an environment where the officials are in charge and the game is under control.
- D. Officials should be professional in the use of the signals and should not attempt to draw attention to themselves by use of unapproved, emphatic or theatrical signals.

3.5.2 Reporting:

- A. Foul and time-out reporting to the scorer's table should be done from the designated reporting area. See Section 3.4.2 for reporting specifics.
- B. The reporting area is used at the interscholastic level due to the varying age, skill and experience levels of table personnel. Their job is easier and performed more efficiently when they can rely on officials to be in a consistent location.

3.5.3 Warnings:

A. Warnings for Delay:

1. There are only four official warnings provided by the rules. These warnings are detailed in Rule 4-47.
2. When a warning is issued according to rule, the official should inform the official scorer for documentation in the scorebook and then the head coach of the warning.

B. Warnings for Behavior:

1. Though no provision provides for this in the rules book, many officials issue warnings to coaches and players for behavior that is not egregious (not warranting a technical foul), yet is inappropriate and must be addressed.
2. Because there is no provision in the rules book for a behavioral warning, officials should obtain guidance from their state high school association regarding this issue.
3. Warnings must be issued professionally and in a conversational tone with the offender. Raising your voice further antagonizes the situation and the person you are trying to address. The official must be the voice of reason and keep the situation under control.
4. A warning of this nature is typically given verbally ("This is your warning coach") and visually (holding up the one-handed "stop sign").
5. Only one warning should be given to an individual, per game.

Therefore, communicate with your partners at the first appropriate opportunity that a warning has been issued. If the behavior continues, issue the appropriate penalty immediately.

6. These types of warnings are not documented in the scorer's book.

3.5.4 Crew:

A. Before the Contest:

1. Communicate with partners between a week to two days in advance of the contest to confirm game details. Discuss and confirm, contracted partners, game time, game location, travel, contingency plans in case of bad weather or travel issues.
2. Communicate with the school to confirm the same types of details.
3. Upon arrival at the game site, let an administrator know you have arrived.
4. A thorough pregame conference is essential for a smooth contest. See Appendix 4.1 for more information.

B. During the Contest:

1. Crew communication during the contest is essential to a well-officiated game.
2. "Help" situations occur when officials either ask for or are offered assistance from their partners. These situations often occur on out-of-bounds plays and/or tipped-ball situations, the timing of a try/tap, and others. These situations should be discussed thoroughly during the crew's pregame conference.

C. After the Contest:

1. It is essential that the crew have an honest and productive post-game discussion.
2. The crew's post-game evaluation should include a review of any applicable rules, crew consistency in calls and any unusual situations that may have occurred.
3. Some games may also include a post-game critique from a local or state observer.
4. Complete any required verbal or written reports to game administrators or league/state offices.

3.6 GAME MANAGEMENT/AWARENESS

3.6.1 General Provisions:

- A. Managing a game is nearly as important as getting calls correct.
- B. Game management includes various aspects of judgment in making foul and violation calls, and more importantly, handling dead-ball situations – players, coaches and bench personnel.
- C. Creating an appropriate and professional relationship with players and coaches will facilitate officiating the game.

- D. This includes understanding the appropriate boundaries of those relationships to ensure that officials are not and do not appear to be overly friendly with the players or coaches.
- E. Approach your role with professionalism at all times.
- F. As a general principle, acknowledge head coaches and answer their questions at appropriate times – do not respond to statements.
- G. Address these matters during your pregame.
- H. If an unusual situation warrants a conference, both head coaches should be involved in the discussion. Both coaches should also be present for any discussion involving a fight, correctable errors, or mistakes in timing, scoring or alternating possession.

3.6.2 Game Clock:

- A. Be aware of the game clock at all times.
- B. Work to look at the clock on any whistle to ensure that the clock is properly stopped.
- C. Similarly, when the ball is put back in play, the official chopping in time should ensure that the clock is properly started.
- D. Clock malfunctions occur; there are no provisions in the rules for “do-overs.” Know the rules regarding these unusual situations and apply them appropriately.
- E. Remember an official’s count (backcourt, throw-in, etc.) can be used to correct a timing mistake.

3.6.3 Fights:

- A. Preventive game management is the best way to avoid fights and player confrontations.
- B. Be aware of matchups and rivalries both in individual games and during an overall season.
- C. Should a fight occur, use your voice and whistle to gain the attention of players.
- D. Do not grab players – both for your own safety and for liability concerns.
- E. At least one official should remain away from the action and observe non-participating players and bench personnel.
- F. At the earliest point, get teams to their benches, officials should then confer to determine appropriate penalties, if and how any free throws will be awarded and how play will be resumed.

PART 4 APPENDICES

4.0 DUTIES OF GAME MANAGEMENT

4.0.1 Relationship of Game Management to Officials:

- A. General:** Most men and women officiate because it is an avocation that provides the opportunity to maintain contact with the game and with those who administer the contests. If responsible and highly respected people are to be kept in the field, they should be accorded the cordial and businesslike treatment they expect in professions and in other vocations. They are requested to render decisions in rather technical matters and in an atmosphere charged with prejudice and emotion. No effort should be spared in providing conditions that will be conducive to efficiency and pleasant associations. Each contest administrator owes this to the official who is a guest and to the school that must depend on the work being of such a nature as to attract men and women who are in the habit of being treated with respect.
- B. Reminders:**
1. Notify the officials at least one week before each game giving the exact time and place of the game and the location of the officials' dressing room.
 2. Inform each official who they will be working with. Perhaps a ride can be shared.
 3. Secure the visiting-school's approval of the officials several weeks before the game and confirm the approval as soon as possible.
 4. If parking facilities are a problem, provide a place for the officials.
 5. Designate an official's host. The host should meet them at the door, escort them to the dressing room(s) and see that they are provided with towels and soap. The host may also accompany the officials to the floor and will take care of their jackets and be responsible for the game ball between halves. The host management should provide personnel to wipe moisture from the floor, clean up blood and maintain proper floor conditions as requested by the officials.
 6. The official's check should be handed to the official privately before the game or mailed if payment is by league or association.
 7. Provide a clean, private dressing room with shower or nearby shower stall. Before and after a game, and at halftime, the officials room(s) should be "out of bounds" for everyone except the few who have a definite assignment there.
 8. Insist that coaches instruct their players to be courteous and respectful to all officials. Players should be instructed to address officials as "Mr., Ms. or Mrs. Referee" or "Mr., Ms. or Mrs. Harvey," not as "Ref.," or "Sandra or Al." A time-out should be requested if questions are to

- be directed to the officials, and the privilege of asking questions should be delegated to the captain only. Questions should be limited to those dealing with rules interpretation or game procedure. Nothing is ever gained by questioning an official's judgment, and it may lead to a penalty. A public expression of dissent from an official's judgment decision merely excites the fans and often results in a penalty.
9. Keep your crowd under control. A continuing program of education and training will work wonders. Police protection should be available and in evidence.
 10. Do not permit any type of artificial noisemakers. Bands and other music may only be played during pregame, time-outs, intermission and post-game.
 11. Insist that coaches set good examples for your crowd and players. Properly use the optional coaching box. Do not shout at players or officials. The coach, more than any other person, sets the pattern for the attitude of the fans.
 12. Do not permit coaches to argue or visit with the official during a game or during an intermission. Criticizing an official in front of fans or players invites trouble. Avoid the officials' dressing room(s) unless, just before their departure, you wish to visit briefly. If you have a grievance, stay away. See him, her or them later. That will be soon enough. Better yet, write a letter after three or more days.
 13. You either hired or approved the officials. Take your share of the blame if you are not pleased. The chances are about 100 to 1 or less that your team lost the game because of the officiating.
 14. Emotions need to be controlled. Modern basketball calls for coaches and players who have poise and coolness under fire. Team directors must demonstrate the same qualities.
- C. Facility Conditions:** Gymnasium conditions have a great influence in administration of a game. A slippery floor or one with a layer of accumulated dust is a source of trouble and dissatisfaction. An inadequately lighted court detracts from efficiency and has a depressing effect on everyone. Unclean backboards, basket rings that are not level or basket nets that are either ragged or tight so as to cause delays, are conditions that contribute to an unsatisfactory event. For many school patrons, the athletic contest provides the only opportunity for seeing the school in action. Their impression ought to be one of good organization and businesslike efficiency.
- D. Time Management:** Starting a game later than scheduled and having unduly long athletic contests are evidence of a lack of administrative responsibility. They are an imposition on the visiting team, the students, the fans and the officials.
- E. Choosing Personnel:** Properly administering a contest is an exacting task.

Many coworkers are involved. Each member of this team of student managers and faculty assistants has delegated responsibilities. It is important to conduct practice for this team in the fundamentals of good management. The school that is fortunate enough to have such a team with pride in its work will have a minimum of "athletic headaches" because they provide conditions that keep players and followers in a frame of mind to look for enjoyable occurrences and to be tolerant in passing judgment on decisions and playing strategy.

4.0.2 Selection of Scorer and Timer:

- A. **Adults:** A high school student or one of last year's graduates will have the interest and enthusiasm but may lack poise, impartiality and judgment.
- B. **Experience:** Choose someone who has had some playing, coaching or officiating experience.
- C. **Faculty:** If faculty men or women are available for these jobs, they usually do the best work, although it is not a guarantee.
- D. **Reliable:** Choose men or women who can and will be present at every home game. It may be an honor to act as timer or scorer, but it's not an honor that should be passed around with each game.
- E. **Good Judgment:** Above all, choose someone with plenty of poise, good judgment, a sense of impartiality and one who you are sure will be able to forget the score and concentrate instead on the job.

4.0.3 Training the Table Officials:

- A. **Preseason:** Before the opening of the season, provide the table officials with a rules book, case book and other basketball rules material available through the state office. This should be done regardless of the number of years they may have served in this capacity. There are frequent rules changes that affect the tasks of these officials. It might be well to mark or otherwise call attention to those sections of the rules that directly or indirectly refer to their duties. Insist on a careful study of the "Instructions to the Scorer" and "Instructions to the Timer."
- B. **Rules Meetings:** Suggest that your timer and scorer attend one of the state-sponsored rules interpretation meetings and, if possible, an occasional meeting of a local officials' group.
- C. **Practice Games:** Before the first game, arrange for several intrasquad scrimmages conducted under actual game conditions with your timer and scorer at the bench. Plan to set up unusual situations involving timing and scoring. Check carefully on the work done in these scrimmages and make comments and criticisms.
- D. **Observe and Evaluate:** Observe the work of these officials during games and make suggestions for improvement.
- E. **Crew Respect:** See that your timer and scorer are accorded the same courtesy and respect as that due the floor officials. Their work is important, and

it should be done with dignity and pride in good performance.

4.1 OFFICIALS' PREGAME CONFERENCE

4.1.1 The following pregame conference is designed for a crew of three but can be adjusted accordingly for a crew of two:

- A. Review New Rules
- B. Review New Points of Emphasis
- C. Review New Mechanics Changes
- D. Review Previous Year's Rules Changes
- E. **Conference with Bench Officials:** Equipment; special court considerations; new rules
 - 1. Scorer: Reporting; good eye contact; substitution for disqualified/injured player; give disqualification information immediately; confirmation that game is over and there are no problems
 - 2. Timer: Time-outs, interval for disqualification or injury
- F. **Tempo/Tone:**
 - 1. From the opening tip – quality calls; officials dictate tempo/tone, not players
 - 2. The guidelines regarding hand-checking, post play, illegally bumping cutters, traveling, palming the ball, illegal screens, three seconds and off-the-ball coverage must be emphasized in the pregame meeting before every game
 - 3. Stay consistent as a crew throughout the game
- G. **Game Management:**
 - 1. Review all dead-ball management situations
 - 2. Stay with the play after you have called a foul or a violation
 - 3. Do not look away; slow down
 - 4. Know game situations
 - 5. No subs until disqualified player replaced
- H. **Clock Management:** Check game clock; starting and stopping; be aware of mistakes/malfunctions
- I. **Basic Rotation/Floor Coverage** (“Go where you need to go to see the play”):
 - 1. On-/off-ball coverage/areas of intersection
 - 2. Referee your new area of responsibility immediately
 - 3. Exception: If the Center has started the five-second closely guarded count and the Lead has rotated to the Center side, the Lead needs to continue to referee in the lane until the Center stops the five-second count. Be patient in starting the five-second count.
 - 4. Lead may use accelerated pace in rotation - doesn't have to finish
 - 5. All officials in front court before Lead rotates

J. Lead Position:

1. In transition – wide-angle (2-3 steps inside arc) or close-down (1 step outside lane) position
2. May step into paint-area extended one or two steps on drives from Center's side or down middle; primary coverage for Center; secondary coverage for Lead
3. Relax in the Lead and stay in your primary – CALLS ACROSS THE PAINT – don't reach
4. Keep the post LEGAL

K. Center Position:

1. Drive to basket, referee play all the way to the basket
2. Includes primary, secondary and all defenders
3. Step on court to get angles; don't get too low (close to end line); don't get too high (two trails)

L. Trail Position:

1. Look into the lane when Lead picks up ball at the free-throw line extended and below
2. Referee where Lead cannot. Stay wide. If necessary, step onto the court to get an open angle to the play
3. Don't get too far into court; stay out of passing lanes; movement is only a few steps
4. FT – At 28-foot mark unless players in backcourt

M. Double Whistles:

1. Don't assume your partner's call. Confirm/Affirm.
2. Double whistles belong to primary. Release.
3. Exceptions: too many in row, redemption, conference rookie-veteran

N. Communication:

1. Match-up problems (or any other concerns)
2. Help calls: out of bounds, 2- vs. 3-point shot, tipped ball, count/cancel score
3. Signals
4. Shooters
5. Double whistles with different calls
6. Warnings to coaches
7. Partner distracted – ask questions/offer information
8. Time-outs: get together, especially late in the game - period-ending situations
9. Last-second shot

O. Challenging Calls/Situations:

1. Jump ball – No surprises
2. Illegal screens – Where are they set
3. Traveling – Strive for 100% accuracy

4. Out-of-bounds
 5. Tripping
 6. Player hit in the face
 7. Curl play – Center and Trail primarily responsible
 8. Secondary defenders
- P. Atypical situations:**
1. Double personal/technical fouls; intentional; flagrant; fights
 2. Consider intentional fouls on fast-break situations
 3. Always know the status of the ball
- Q. Key Points:**
1. Referee the defense; anticipate the offense
 2. Referee strong when ball goes away from you
 3. Patient whistle: blocked shots, rebound situations, calls out of your primary
 4. Concentrate and focus throughout the entire game
 5. Call the obvious; get the play right; don't guess
- R. Crew Discussion:**
1. Rules questions/clarifications
 2. Previous game situations
- S. Conference/State Requirements:**
1. Uniform
 2. Reports

4.2 OFFICIALS' PREGAME PROTOCOL

4.2.1 Guidelines for Two Conferences:

- A. 0:15:00 Official enter court area and go directly to positions
- B. 0:12:00 At Center Court area
 1. Referee will introduce or cause introductions
 2. U1 and U2 will get respective team captains
 3. Discuss sporting behavior expectations
 4. To Team captains: team color, proper basket, other appropriate items.
- C. 0:10:00
 1. Referee will go to scorer's table and check scorebook(s), talk with scorer & timer, and check game balls
 2. U1 and U2 return opposite side
- D. 0:01:30 Officials will go to area of scorer's table and
 1. Greet head coaches, address sporting behavior expectations, and check on legality of player equipment
 2. Stand at attention for National Anthem
 3. Remove jacket during introductions of players
 4. Prepare to begin game
- E. If both teams return to dressing room and re-enter court area in time for

National Anthem and/or introduction of players, officials may relocate to the scorer's table area and wait or, retire to dressing room area and return as teams return.

4.2.2 Guidelines for a Single Conference:

- A. 0:15:00 Officials enter court and go directly to positions
- B. 0:12:00 Referee goes to the table and checks scorebook(s), brief scorer and timer, check game ball
- C. 0:10:00 Remaining official(s) go across the floor join referee, greet the visiting coach, then greet the home coach.
 - 1. Referee goes to area in front of scorer's table
 - 2. U1 and U2 get respective coaches and captains
 - 3. Referee does introductions of officials, coaches and captain(s)
 - 4. Referee conducts pregame briefing to include discussing legal equipment and sporting behavior with coaches and captain(s). Also discuss: team color, proper basket, other appropriate items.
 - 5. Return to original positions
 - 6. If teams return to dressing room leave court, remove jackets return to original position when teams come out, stand at attention for National Anthem.



















4.3 DUTIES OF ALTERNATE OFFICIAL





















4.3.1 When an alternate official is used, his/her duties shall include, but are not limited to the following:

- A. Be present for pregame conference. Wear game uniform and jacket and be prepared mentally and physically to officiate in case of an injury, illness or other emergencies.
- B. Be seated at the scorer's table as close to the scorer and timer as possible. Serve as an aid to both the scorer and timer.
- C. Keep a written record of all fouls called, the number of the player fouling, the number of the shooter, the number of free throws and the time that the foul occurred.
- D. Serve as an aid to game officials in case there is a scoring or timing error, a substitution error, a correctable error, etc.
- E. Your role is as a "working observer." Use a data sheet to make appropriate notes and monitor any irregularities in order to report to the referee - do not make any rulings.



OFFICIAL NFHS BASKETBALL SIGNALS

Starting and stopping clock		Information				Shooting/scoring																													
1	 Start clock	2	 Stop clock	3	 Stop clock for jump/hold ball	4	 Stop clock for foul	5	 Stop clock for foul (optional bird dog)	6	 Directional signal	7	 Designated spot	8	 Visible counts	9	 Beckoning substitutes	10	 60-second time-out	11	 30-second time-out	12	 Not closely guarded	13	 No score	14	 Goal counts	15	 Point(s) scored use 1 or 2 fingers after signal 14	16	 3-point field goal Attempt and if successful	17	 Bonus free throw for 2nd throw. drop one arm – for 2 throws, use 1 arm with 2 fingers – for three throws, use 1 arm with 3 fingers	18	 Delayed lane violation

Violations			Fouls		
19		Traveling	29		Illegal use of hand
20		Illegal dribble	30		Hand check
21		Palming/ carrying the ball	31		Holding
22		Over and back	32		Blocking
23		3-second violation * Open hand - run end line	33		Pushing or charging
24		5-second violation	34		Player-control foul
25		10-second violation	35		Team-control foul
26		Free throw, designated spot, or other violation	36		Intentional foul
27		Excessively swinging arm(s)/elbow(s)	37		Double foul
28		Kicking	38		Technical foul

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Officials Code of Ethics

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.

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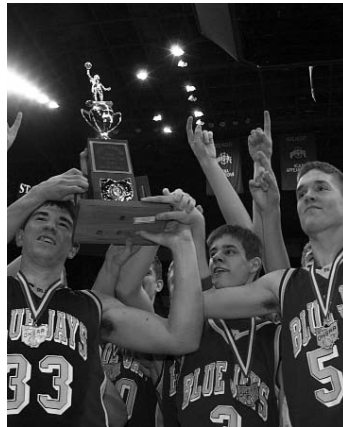
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