

2013

CSU Channel Islands

Officials

[OFFICIAL'S HANDY DANDY NOTEBOOK]

A notebook of rules and regulations to follow during the CIBL Season

CIBL Officials' Handy Dandy Notebook

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Pregame Duties

Court set-up

- Court set-up (Make sure everything is ready)
 - Speakers and mixer set up
 - Plug equipment in
 - Attach speakers to mixer
 - Ice in the fridge- if there is none, get some from the student union
 - First aid kit available
 - Blood kit ready (bottle with water and bleach, towels, trash bag, gloves)
 - Floor plowed
 - Tables out with table cloth
 - Shot clock (30 seconds)
 - Score sheets printed
 - Make sure the jerseys are washed and separated
 - Towel for wet spots on the floor so people do not slip and hurt themselves
 - Chairs
 - 25 Chairs for players and spectators
 - 7 each side for spectators (use white Volleyball line)
 - 5 each side for players
 - 2 tables and chairs for officials
 - 1 for score board
 - 1 for signing in and jerseys
 - DO NOT FORGET PREGAME
- Signing in participants
 - Sign name on score sheet
 - Students need to hand in their ID or dolphin passport to the score table
 - Make sure jerseys are sorted and ready to go
- Make sure we have people to operate scoreboards
- Clean the floor
 - First use the dust mop to pick up rocks and bigger debris
 - Second use the wet plow: wet the towel in the mop bucket then strain; place it around the plow; carefully pull the plow across the court (look, listen, and feel for dragging rocks); spray as needed.

Court break down procedures

- Put everything back in its proper place.

Officials Etiquette

- NO SHOOTING AROUND WHEN YOU ARE ON THE CLOCK!!!
- Do not sit down and do nothing! Make use of the time!
 - Make sure teams are getting signed in and have jerseys that contrast the opposing team.
 - Orange is Red
 - Yellow is Gold
 - Purple is Blue/Black
 - We will go over a couple rules or officiating philosophy points each Monday and Wednesday.
 - Read one rule in the rule book and apply it to your officiating game when appropriate
 - Watch your fellow officials officiate and take notes.
 - Watch what calls they make
 - Think, "By rule it is _____ because _____."
- Do not sit down and do nothing! Make use of the time!
 - Look at their game management (DO NOT FORGET PREGAME/ CAPTAINS MEETING)
 - Communication with the team is very important
 - Talk to the captain
 - Watch their positioning, movement, and where they are looking
 - Do not watch the ball
 - We have to learn to take constructive criticism to grow as a group/program
 - We need to know the rules!!!
 - One person can damage the credibility of the whole group. Players tend to look at the negatives.
- We need to enforce the rules.
 - Add and trade deadlines.
 - If the player warrants a technical foul or an intentional foul; we should not be shy. Give it to them. It is not personal, it is just another call.
- Always try to improve. Pick one or two things each game to improve on.

CCC

- **Confidence**- example mechanics and report loud and from behind the white line. Farther from table. **The foul is not a secret!**
- **Consistent**- We need to stay consistent! We cannot make every call, just do your best and be consistent.
- **Communication**- PREGAME. We need to have a pregame. Also *talking* with the players is not bad; the more communication the better. It is called preventative officiating. But when you talk to them make sure you are establishing the correct line of communication. Talk to them with respect (use sir, ma'am, gentlemen...) They can talk to you and ask you questions, respectively. But if they start to tell you how to do your job, or become disrespectful; give them the hand and walk away. If they don't leave you alone we can

give technical. Game management. Game management. Game management. Game management. Game management.

Officials Equipment

- Strips, whistle, black shorts/ pants, proper shoes (preferably black), shirt tucked in at all times!

Captains Meeting

- Make sure teams are properly signed in
- Make sure all players are properly equipped
 - No jewelry, hats, hair pins, hard objects (braces), etc.
- Explain general rules
 - Substitutes must report to the scorer's table before entering the game
 - All rules will follow NFHS guidelines with few exceptions
 - The restriction zone (free throws, line violations)
- Explain timing
 - Two (2) 20 minute halves
 - Clock runs continuously until last two minutes of second half when it will stop for all dead ball situations
- Explain overtime procedure
 - Overtime will only be used during tournament and playoff play
 - During tournament overtime play, the first overtime will last 3 minutes, the second will last 2 minutes, and any overtime after the second overtime will last 1 minute
 - All players and teams fouls carry over into overtime
 - Each team is granted one additional timeout per overtime period
- Explain conduct/ behavior expectations – promote good sportsmanship
- Captain's meeting sets the tone for the game

Jump Ball Procedures

Referee

- Stand at the mid court line on the opposite side of the court from the scorer's table
- Check with your partner (U1) and scorekeeper to make sure they are ready to begin play and that the game clock is properly set
- Check all players to make sure each team has 5 legally equipped players
- Verify that the two players involved in the jump ball are going in the right direction
 - Teams will play towards the goal opposite of where their team bench is located and where they warmed up prior to the game

- For overtime (and any subsequent overtimes), teams will play in the same direction as in the second half (towards their team bench)
- Announce to the teams which direction they are playing
- Blow your whistle and enter the jumper's circle
 - Remove the whistle from your mouth prior to entering the jumper's circle
- Step into the circle and toss the ball straight up into the air
 - The ball should reach a height that is just slightly out of the reach of the highest jumper – the height of the toss must be adjusted for taller, more athletic players
- Hold position momentarily to allow players to clear out of the circle
- Verify the alternating possession arrow at the scorer's table is correct
- After the toss the Referee will become the Trail official

****Clinician:** Have officials practice tossing jump balls. A good practice to use is to have them stand underneath the basket and toss the balls through the underside of the rim. Ideally the ball should go straight through and just barely clear the rim before coming back down through the net.

U1 (partner)

- Stand at the mid court line on the same side of the court as the scorer's table
- Check with your partner (R) and scorekeeper to make sure they are ready to begin play and that the game clock is properly set
- Check all players to make sure each team has 5 legally equipped players
- Raise hand and chop arm in a downward motion when the ball is touched to indicate the starting of the clock
- Responsibilities during the toss include:
 - Watching the ball and bringing back any errant tosses which are not satisfactory
 - Watch for players to illegally "steal the jump"
- Other responsibilities include watching the eight non-jumping players for any illegal activities
- Move into the backcourt for long tips then hustle back into the frontcourt
- After the toss the U1 will become the Lead official

*Note: A jumper may legally tap the ball *twice* during the jump ball

Lead Official

- Initial position is approximately 2-3 off of the baseline halfway between the near lane line and the side line
- Stand with shoulders open to a 45 degree angle to the baseline to have use of your peripheral vision
- Eyes should remain down looking at the action on the floor at all times—NEVER LOOK ABOVE EYE LEVEL AS THE LEAD OFFICIAL

- Move along the baseline as the players on the floor move so that you have the best angle to referee the closest competitive match up
 - Never move any further across the baseline than the near lane line—DO NOT CROSS THE BASKET
- Close down to the near lane line when ball and players are on the opposite side of the floor
- Primary area of concentration will be players in the paint, watching for rough post play and contact during rebounding situations
- Responsible for the entire baseline as well as the entire sideline on your side of the court
- Primary area of coverage is the rectangular area that consists of the opposite lane line up to the free throw line, the free throw line extended to the sideline, the sideline down to the baseline, and the baseline back to the opposite lane line
- Responsible for indicating and signaling successful three point attempts from your primary area of coverage

Trail Official

- Initial position approximately midway between the mid court line and the top of the three point arc one third of the way onto the court from the sideline
- Stand with shoulders open to a 45 degree angle to the sideline to have use of your peripheral vision and to keep the players “boxed in” between you and your partner
- Move constantly with players so as not to get straight-lined
- Responsible for the entire sideline as well as the mid court line for any backcourt violations
- Primary area of coverage includes everything outside the three point arc not covered by the Lead Official all the way to the mid court line
- Step down on shots to help partner with rebounding situations
- Indicate and signal successful three point attempts from your primary area of coverage
- Responsible for all action that occurs above the rim—goaltending, basket interference, ball out of bounds, etc.
 - All edges of the backboard are inbounds
 - The ball becomes dead once it rolls over the back side of the backboard or hits directly on the back side of the backboard
- Responsible for the last second shot at the end of periods (indicate verbally/visually)

Inbounds/Free Throws

Inbounds:

- Calling official raises open hand to indicate to stop the clock

- Announce team color and point in the direction to which they are playing
- Never turn your back to indicate the direction, chase the ball, etc.—watch the players on the court
- The inbounds spot will be the spot closest to which the ball went out of bounds
 - Never administer the inbounds in the extreme corners along the sideline/end line
 - Never administer the inbounds from directly behind the backboard
- The inbounds spot after a foul will be the spot closest to where the foul occurred
- Use the “bump and run” mechanic and do not run the entire length of the floor
 - The “bump and run” is a method in which the officials will switch positions when changing directions on a ball out of bounds to prevent one official from standing in one place while the other official is forced to run the entire length of the court
- Keep the inbound player to the inside when administering the inbounds
 - Hand the ball to the inbound player when administering the inbounds along the frontcourt end line
 - All other cases step away from the inbound player and bounce the ball to them
- Raise open hand straight up into the air and begin 5 second inbounds count
- Chop in the clock once the ball is legally touched by a player on the court
- Players may run along the end line after made baskets and time outs by either team following a made basket
- Check with partner to make sure they are ready for play before administering the inbounds

Free Throws:

Lead Official

- Administer the free throw from the end line underneath the basket on the SAME SIDE of the court as the scorer’s table
- Properly line up players along the lane line
 - Two *defensive* players MUST occupy the bottom two lane spots
 - Max. defensive players occupying lane spaces is four (4)
 - Max. offensive players occupying lane spaces is two (2)
 - The bottom two lane spaces farthest from the shooter must remain UNOCCUPIED
 - Players ARE allowed to stand on the block at the bottom of the lane
 - All players not lined up along the lane line must be outside the three point arc above the free throw line extended
- Responsible for the first lane space on the same side as the scorer’s table and the spaces on the opposite lane line
- Make sure players are not lined up on the low block
- Verify with partner and announce to everyone how many free throws are to be attempted—audibly and visually
- Remind players not to enter the lane until the ball *touches the rim*
- Bounce pass the ball to the free throw shooter

- For multiple shot situations stand out of the view of the free throw shooter and then hustle in after the ball is released so as to catch the ball before it hits the ground
- On the last free throw attempt back off to a spot about four feet off the nearest lane line and about three feet off the end line to officiate the rebound
- Raise hand to chop in the clock if the last free throw attempt is successful

Trail Official

- Line up three feet above the free line extended halfway between the near lane line and the sideline on the opposite side of the scorer's table
- Responsible for the top three lane spaces on the opposite lane line
- Check free throw shooter's feet to make sure they are not lined up on/over the free throw line
- Indicate to the scorer's table the number of free throws to be attempted
- When the free throw shooter receives the ball, begin a visible 10 second count using wrist flicks with outside hand so as not to distract the free throw shooter
- Once the ball is released, step down 2-3 steps to help officiate play during the rebound
- Raise open hand to chop in the clock on unsuccessful free throw attempts once it is touched by a player on the floor
 - If the free throw is successful simply drop hand down to side
- Blow the ball dead if the final free throw attempt does not make contact with the rim and give proper signal

Free throw violations—both officials

- Violation on defensive team:
 - Indicate violation by using free throw violation mechanic (arm straight out at side, closed fist)
 - Successful free throw = No Violation
 - If free throw attempt is unsuccessful, blow play dead and re-attempt the free throw
- Violation on offensive team:
 - Blow play dead immediately (disallow successful free throws)

**For free throws as a result of a technical or intentional foul, no players shall occupy the line spaces. Players must remain behind the mid court line

- After a technical foul the ball will be put in for play at the mid court line opposite the scorer's table
- After an intentional foul the ball will be put in for play at the point of interruption

Foul Reporting

Calling Official

- Blow whistle and use foul mechanic—arm straight up in air, clinched fist
 - Give preliminary signal if necessary, particularly on close plays that need to be sold
 - Announce to partner and players whether the foul was shooting or non-shooting
 - Indicate the spot at which the ball will be put back into play if it is a non-shooting foul
 - Announce the number of free throws (and count the basket if successful) on shooting fouls—audibly and visually show the number of free throws to be attempted at the spot
 - Indicate who committed the foul by announcing the team color and player number for plays that need clarification (not always necessary for obvious fouls)
 - Point to the individual who committed the foul for further clarification if there are a group of players (do not use the “bird-dog” mechanic)
 - Initially hold position momentarily to watch for rough play to continue after the foul
 - Hustle to the reporting area and begin reporting the foul to the scorer’s table
 - Run around the players, not through them
 - Do not run with your whistle in your mouth
 - Jog to the *reporting area*, not all the way to the scorer’s table
 - Speak loudly and clearly so the table can understand what is being reported
 - Count the basket **FIRST** if it is successful
 - Announce the team color
 - Announce the player number
 - Announce the type of foul
 - Use visual one-handed mechanics to report numbers to the scorer’s table
 - Use only one hand unless the number being reported is higher than 5
 - Imaging a box extending from your shoulders to the top of your head and report your numbers within the box
 - Do not cover your face so the scorer’s table can see you
 - Report numbers clearly and crisply at a nice steady pace
 - Announce the result of the play
 - Inbounds on sideline/end line (and point to which one)
 - Number of free throws to be attempted
 - *Example: “Basket is good. Blue 32--hit. One shot”
 - “White 23--hand check. Ball out of bounds underneath”
 - “Red 10--push. Shooting one-and-one”
 - Switch to the other position (lead or trail) and hustle to the appropriate spot to resume play
- **Clinician:** Have officials practice reporting fouls to the scorer’s table. Give them scenario plays and have them react accordingly. Emphasize that they are raising a closed fist, jogging around players without the whistle in their mouth, stopping in the reporting area, and that they use clear and understandable mechanics to the scorer’s table when reporting.

Non-Calling Official

- Freeze initially after your partner calls the foul

- Analyze the situation and dead ball officiate, watching all players not directly involved in the foul
- For shooting fouls note who the foul was on and who will be the shooting player (especially with one sided pennies)
- Share any relevant information with your partner
- Tell your partner if the ball went in on shooting fouls
- Discuss if you had a different angle on a play and how you would rule on it only if you think your partner obviously missed the call

Double Whistles

- Not always bad to have double whistles, particularly in gray areas of primary coverage
- Communicate with partner who is going to rule on the play *prior* to giving any preliminary signal
- Calling official will be the official whose primary area of coverage is the origin of the play—watch the play develop from the beginning all the way to the end
- Confer with partner *before* making any ruling on close plays and come to a decision together—share any relevant information

Whistle Blowing/Mechanics

- For all violations/out of bounds, blow whistle and raise an *open hand* straight into the air
- For all fouls, blow whistle and raise a *closed fist* into the air
- Stress to officials that with every whistle they will either raise an open hand or a closed fist
- Hand out to officials a mechanics diagram and name off certain fouls/violations and have officials give the proper mechanic
- Stress to officials that not all fouls require use of preliminary signals (only to sell)
- Stress to officials it is okay to point to the offender for further clarification but they should avoid “bird-dogging”
- Name off different situations/simulated plays and have officials go through the entire process of blowing the whistle, raising hand or fist, using preliminary signals, jogging to the reporting area, reporting the foul to the scorer’s table and lining up in the proper position to resume play
- Any concepts officials may have struggled with... Ask question, read, or email/ call someone.
- Highlight main points to early success in officiating basketball
 - Positioning, Hustle, Communication, Mechanics, Attitude

2 Person Officiating Mechanics

- Refer to 3 person mechanics PowerPoint.
 - Camp Rec. > Intramural Sports > Officials

3 Person Officiating Mechanics

- Refer to 3 person mechanics PowerPoint.
 - Campus Rec. > Intramural Sports > Officials
- Know what to do in Press Situations/Transitions/Switches/Rotations

New Lead Official

- Use the three check system: Backcourt free throw line, Midcourt line, Frontcourt free throw line as general references
- Run in a banana shaped curve along the sideline to avoid being caught in the play
- Be aware of players lined up deep and be prepared to hustle down to help on quick long passes
- Generally stay as deep as the deepest players so as to keep the players “boxed in” between you and your partner
- Step out onto the floor when all the players are on the opposite side of the court

New Trail Official

- Stay approximately one to two steps behind the ball handler in case of a quick steal
 - Rule of thumb: Do not leave the baseline until the ball has passed the free throw line extended
- Move out onto the floor when all the players are on the opposite side of the court
- Do not get caught too far out onto the floor when players are outside of you—Do not get caught up in the middle of the action
- Use 10 second visual mechanic to monitor any backcourt violations
- Rule: Player must establish ALL three points of contact in order to establish front court possession:
 - Ball must be completely over the midcourt line
 - **Both** feet must completely cross the midcourt line to establish front court possession
- *Note: Once in the frontcourt, it is a backcourt violation if **ANY** of these three points *touch* any part of the midcourt line

Center Official

- Stay in the backcourt to help partner with the press of 2 or more defenders
- If the defensive team pulls back then hustle to frontcourt position

Lead Official

- Initiates all flex rotations

Some notes from R.J.

SDF- Start Develop Finish

- Anticipate the play, not the foul

- Do not penalize good defense (e.g. throwing out an elbow when the defender is in LGP-legal guarding position)
- Do not have to be set to get a charge, just in LGP
- Officiate the defense
- Call obvious

Judgment and Hustle

- Good judgment will elevate you as an official
- Not all contact is a foul (advantage/ disadvantage, marginal/minimal/ intentional/flagrant)
- Defense rides all the way to basket
 - Look for who initiates contact
 - Say hands off
 - Look for LGP
- Do **not** let them get **fouled**...let them play.
- If the defense has their hand on the offense, and the offense smacks the hand off. It is an offensive foul.
 - Defense **is** allowed to have their hand on the offensive for **spacing** and **cushioning** (hands against the body), but **not pushing and holding**.
 - Defense has hands on the offensive player. Give him **one** warning, than call foul.
- End of game situations/ close and competitive games
 - *"Let them win or lose the game on their own."*
 - **Make calls** (not on minimal contacts).
 - Do **not** swallow the whistle.
- We do not call enough:
 - hand checks (warn first).
 - Illegal screens (knees not wider then shoulders. Elbows down, even with women).
 - Travels
- An offensive player passing to a three point shooter gets nudged.
 - Wait to see if the ball gets to the three point shooter, if it gets stolen then call the foul.
- Five second call
 - Wait 1 one thousand, then start 5 second count
- Intentional fouls
 - Not going for the ball
 - Excessive contact while going for the ball
- Flagrant 1
 - Wind up. Contact. Follow through
 - Hits head not ball
- Fighting
 - Try to prevent it !!!

- Preventative officiating. Talk to them.
- Get in there!
 - Blow the whistle
 - Do not get hit
 - Gets out of hand, step back and document what happens (e.g. 2 R (red) talked about 8B (blue) mama/ 8B hits 2R/ 3R hit 8B/ 4B of bench
- **Call police ext. 8444**, or if you do not remember that, **call 911**.

Block vs. Charge

- Stay in your areas. Trust
- Officiate the defense.
- Be patient. Lead official has a different view then the trail or center.
- Officials have different views. Be patient (L) has different view than (T) or ©.
- Takeoff- no slide- low bridge=> **BLOCK!!!**
 - Trust your official => meet and talk => ask what you got => make the right call
 - LGP—lateral movement while maintaining legal guarding position
 - Offensive slide across/into defense => still a charge---making contact with part of the torso (the offense has to get around him).

Communication

- “Excuse me sir, do not show any more discourse towards any more of our calls.”
 - Officiating is not for everyone
 - Refs take a lot
 - Know that people are yelling at that stripes, not you
 - Heat of the moment stuff (come on ref...among other things)
 - Not next level (s my c...ill murder your family)=> (Technical)
 - You can respond...”You say I suck, but I work very hard.”
 - Make sure you are working hard. At the end of a game you should be sweating. **Hustle**, move for a better view...etc.
 - Coaches and players both will not give you as hard of a time if they see you hustling.
 - If you are walking...be ready to get yelling at for every missed call
 - Talking
 - We need more talking
 - The more you talk the easier it becomes to officiate
 - If you do not talk they think you do not know what you are doing
 - **CLEAR, CONCISE** communication

- Tune in and respond to: 3 in the key, lighten up, ease up, watch it (elbows and hooks)
- Do not be afraid to have a conversation
 - Dead ball and halftime
- Do not be too buddy-buddy (biased calls?/ credibility?/ do you have it?)
- PREVENTATIVE OFFICIATING
- Talk to your partner(s) –not too much because people will think that you have no idea what you are doing
- Non-verbal comm- point to spot to bring in ball, tighten up, jump ball, subs

No-No's Not to Say

- “Calm down!”
 - What you should say: “Hey go talk to him.” / “Go get him.”
- “That’s not my call.”
 - What you should say: “Didn’t get a good angle.”
- “Because that’s the rule”
- “I know how you feel”
 - Unleash the serial killer...NO YOU DON'T UNDERSTAND!!! AAAAAA
- “I am not going to say this again.”
 - You are not their parent. No threats.
- “I don’t wanna hear another word”
 - Sometimes this is alright to say to crazy coaches
 - What you should say: “I heard you.”/ “Sphincter say what?” (jk don’t say this. Lets see how long it takes for someone to notice this ☺)
- “Shut- up!” / ” I’ll T you”
 - Them fighting words. You should be fined for saying those words.

Things you should say

- “Here is what I heard you say.”
 - You heard a person say “f**k”. But maybe they said “fuuuuudge!”
- “I see your point.”
- If there is fighting, rough play, complaining.
 - “I hear ya’. Let’s end it. I got to officiate; you got a game to play. We all got a job to do sirs and ma’am/ madams.”
 - Sir and madam/ ma’am- shows respect you get respect in return. Keeps you out of trouble
- “That might well be...”
- “Still, I’ve got a job to do...”
- “Ask that official in that area during a dead ball.”

- Establish respect in pregame (sir and ma'ams)

Fight

- Preventative officiating.
- Try to prevent the fight
- break it up
- DO NOT GET IN MIDDLE
- Step back takes notes
- Depending on severity....obviously eject
 - Tell table to call campus police (8444) or 911

3 man mechanics

- Refer to power point
- For best performance: Trust, Communicate, Hustle, Consistency
- Look over your shoulder to see to see if © or (L)
- Ask your partner
 - What did you see?
- Try not to reach out of your area
 - Makes partner look bad
 - Shows that you are not watching your area
 - You start calling thing out of your areas then everyone expects you to make that call and the other official doesn't call it either. They expect you to call it.
- 95% of the (L) starts rotation.
 - © starts if trap in corner (only time)
 - Or contact/ very competitive defense high in the corner
- Non- shooting (L) report, and © goes there and runs around
 - You run around to be able to see/ control the floor

Randoms

- 3 C's:
 - Confidence
 - NOT ARROGANCE!
 - Consistent
 - KNOW THE RULES! The reason for clinics. Keep all officials on same page.
 - Communication

- Good over-communication (CLEAR and CONCISE) makes a better official
- In 3 man do not be the © for more than 3-5 minutes.
- Hustle is very important
- Know the rules

Some helpful websites:

- <http://www.dartfish.tv/ChannelHome.aspx?CR=p2552>
- Just start watching some: <http://www.dartfish.tv/Presenter.aspx?CR=p2552c1283m72954>
- <http://www.nfhs.org/basketball/>
- <https://nfhs-basketball.arbitersports.com/front/105407/Site>
- <http://www.nfhs.org/officials/>
- Watch basketball