



REFEREE MANUAL



The official should maintain a non-bias control of the game. The idea is to gain respect of all involved in the contest

- Accept criticism and praise in the same manner and never hesitate to ask for assistance
- Be courteous and professional at all times
- Be a good listener, teacher and be able to make strong, quick decisions and act accordingly when dealing with emotional matters
- Know the fundamental rules of the game and understand your role as an official
- Trust your partner and put fun, fairness and safety first
- Be a positive role model
- Be happy to be at work (don't appear bored or disinterested)

Officials Code of Ethics

You should.....

- Know both the rules of the game and the mechanics necessary to enforce the rules and should exercise authority in an impartial, firm and controlled manner
- Conduct yourself in a sportsmanlike fashion in all interactions with athletes, parents, coaches and staff
- Prepare yourself both physically and mentally (dress code, whistle, rules, etc)
- Remain mindful that your conduct influences the respect that players, coaches, and the public hold for the entire organization
- While enforcing the rules of the play, remain aware of the inherent risk of injury that competition poses to players
- When appropriate, report incidents to Athletic staff (incident reports completed)

General Duties for the Officials

- Arrive at the game site no later than 15 minutes early
- Bring your own whistle and follow dress code
- Use provided stop watches and not cell phones to keep time
- Introduce yourself to the coaches
- Review & discuss with partner & coaches supplemental rules for age group
- Ensure players are wearing proper equipment (no hard casts, jewelry, pants with belt loops)
- Player and facility safety check
- Ensure site supervisor has foul cards listed with team names, colors, etc to assist in recording fouls
- Ensure players are warming up opposite their bench
- Select game ball that has proper air
- Start the game on time!!! (Clear court 2 minutes before tip-off)

Start of the game.....Proper Lineup (please see diagram)

Lead Ref

1. Ref whistles to signal game about to start
2. Check to see if jumpers have both feet in the center circle facing their basket
3. All other players must have feet outside of the center circle and be given space
4. Step in to circle and players should "hold their spots." State what direction each color is heading (opposite their bench to begin game)
5. Blow whistle to acknowledge start of game. Throwing official will then toss the ball straight-up and a distance slightly higher than the players can jump
6. The jumpers can touch the ball twice before it strikes the floor. It is the responsibility of both officials to determine whether or not the jump was good (was the ball thrown straight up, did the toss favor one player or another, did any player illegally touch the ball?)
7. Holds the position in the center of the court until ball control is established. Normally assumes trail position

Trail Ref

1. Count players on the floor
2. Prepare to start stop watch once the ball is touched
3. Monitor toss
4. Follows the team in possession of the jump. Normally assumes lead position

Playing the Game (see diagram)

For definition purposes, the "lead" official is positioned on the end line under the target basket, and the sideline on his or her side of the court. The "trail" official is in the mid court area and has everything else. For an "out of bounds" call, **Lead** has the closest end line and the sideline on his or her side of the court. **Trail** has the other sideline and division line in case the ball goes backcourt. Use box-in method.

Trail tip: *Try to keep focused on your area of responsibility and resist the temptation to follow the ball. Main focus is on defense. Move to see between players.....get the angle, rather than get closer.*

Referee positions, relative to the sidelines, are determined by where the ball is put into play. Obtain eye contact, and ensure position in before making a "live ball". If in Lead position, switch positions after calling a foul. Do not switch on violations or out of bounds calls.

In-bounding the ball

- The player throwing the ball in must remain in the same spot (within 3 feet). After a made basket the in-bounding team is allowed to run the end line and not maintain a "spot".
- Never administer a throw –in under a basket
- On a throw-in pass, the defense cannot have any part of them cross the boundary line

In-bounding spots-proper locations

- The throw in spot is nearest spot out of bounds from where the violation, out of bounds, or non-shooting foul occurred. If the throw-in spot is behind a backboard, the throw-in should be made from the free throw line extended.

Player substitutions- to assist with equal playing time

- Substitutions occur at the 4 minute mark of every quarter
- Players cannot enter game until the official stops play at the 4 minute mark

Administration of Free Throws

- When a foul is called and free throws are to be taken, the referee that made the call has immediate responsibilities:
 - Signal with a loud, short whistle and raise closed fist. Report foul to benches and report to site supervisor for recording
 - Color
 - Number
 - Announce foul
 - Announce number of shots
 - If call is made by lead official, the other referee will secure the ball, move into lead and manage lining up the players.
 - If call is made by trail official, the other official will secure the ball and retain his or her position on the court under the basket
 - Any player, other than the one shooting free-throws, who does not occupy a marked lane space, must be behind the three point line extended and behind the 3 point line
 - Defense may choose to not play 4 on the line, but offense cannot play more than 2 plus the shooter on the lines. Space must remain unoccupied. Leave lowest space on both sides of the lane empty. Remind players they cannot enter the lane until the ball makes contact with the rim. If the player shooting the free throw does not hit the rim, it is ruled a violation

Non-shooting Foul

When a violation or a non-shooting foul is called, the referee will announce color, spot and point to the location where the ball will be taken out and report to the site supervisor to record.

- Color
- Number
- Announce foul

What is “Preventative Officiating”?

Prevent: Keep from happening.....keep from doing something

- Be tolerant
- Know who’s involved in the game
- Stay objective and remain focused
- Do not take the game personally
- Decide what violation/foul deserves a call; use common sense
- Be polite, do not yell
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Some “Preventative Officiating” phrases:

- “Hands off”
- “Arms straight up”
- “Watch your hands”
- “Don’t reach”
- “No pushing”

Tip: In addition to the phrases, some situations may develop where you may need to speak to players. If a coach argues this, let him or her know that you believe the player is too emotional at this time, and a rest is needed.

Advantage/Disadvantage

Remember, not all contact is a foul, or a reason to blow your whistle. Sometimes it is better to let the kids “play through it”. Let the play develop and finish, then determine if you should make a call, or no-call. You need to determine if there was incidental contact (did contact cause the player to move, was contact violent, did contact disrupt play). Remember all of this has occurred within a split second, you need to be watching the play. Another thing to think about is.... did the player making the contact gain an advantage? If contact is severe, you should always blow your whistle. If contact involves the head or face, blow your whistle and make the appropriate call.

Make sure you see the whole play, as you will be in a better position to make a determination as whether or not you should make a call or not.

Tip: Are you supposed to call every foul? If you blow your whistle every time a foul or violation occurs, the game would never get done. Experience will help you to develop a better sense of the game and what you should call, or not call.

Preventative officiating works.

For example:

Block/Charge: A player drives to the basket and goes in the air to shoot with a legally established defender (one who has both feet on the floor and is in place prior to the shooter arriving) in the path of the shooter. If the shooter adjusts his position in the air so as to avoid contact with the defender, but still make incidental contact, most of the time, a foul should not be called because neither player gained an advantage. You must consider the position of the defender with regard to the basket (where they are standing directly under the basket). One of the few times the defender can be in a legal position directly under the basket, is when the dribbler takes a path to the basket that is parallel with the baseline. If you decide to call a charge foul, you MUST observe the following before making the call:

DO'S:

- Did the player without the ball obtain legal position by:
 - Getting to the spot first without contact?
 - Have both feet touching the floor?
 - Initially facing the opponent?
- The defender may move laterally, at an angle or backwards to maintain position
- The defender may duck, turn or use slight movement to absorb the shock
- The player with the ball must get their head and shoulders past the front torso of the defensive player

DON'TS

- The defender may not extend an arm, shoulder, hip, leg or lean into the path of an opponent and cause contact (blocking)
- A defender may not move into the path of an opponent after the opponent is in the air
- A defender may not bend over (tuck) to absorb the shock

Verticality

A defender has established a legal position with their hands straight up and the ball handler leaves the floor to shoot, making slight contact with the defender. You probably should not call a foul since neither player has been disadvantaged.

*Tip: There is no such call as **OVER THE BACK**. Contact must occur between the players. Watch the play, if the taller player is behind a shorter one, ask yourself: did the player behind jump straight up, did they push to get into position; is the player in front making contact with the player behind? If you are going to make a call, the correct foul is a push. This can be difficult as there will be times where a player is considerable taller than their opponent. Do not penalize the taller player.*

Fouls

The hand is considered part of the ball when the hand is in contact with the ball. This includes holding, dribbling, passing, or even during a try for goal. Striking a ball handler or a shooter on that player's hand is incidental contact and not a **foul**, no matter how loud it sounds.

"Reaching-in" is not a foul. There must be contact to have a foul. If contact does occur, it's either a **holding foul** or an **illegal use of hands foul**. When a player, in order to stop the clock, does not make a legitimate play for the ball, holds, pushes or grabs away from the ball, or uses undue roughness, the foul is an **intentional foul**.

Incidental Contact

Not all contact is a foul, contact will occur in many situations and contact which occurs unintentionally or appears to be equal in nature, should be considered legal. Use your best judgment and be consistent

Live Ball

The ball becomes live when:

- Jump ball- when the ball leaves the officials hand
- When the ball is at the disposal of the thrower
- When the ball is at the disposal of the free thrower

Dead Ball

The ball becomes dead when:

- A goal is made
- A player control foul
- A violation by the free thrower

Front Court vs. Back Court

There is NO back court violation on an out of bounds play. When attempting a throw-in, a player may receive the ball in the back court.

Jump Ball

Is used to start play at the beginning of the game and is also used in other situations to determine which team controls the ball, most often in the case of a "held ball". The jump ball determines the tone of the game and can make an impression on the players and coaches.

Rebounding...To obtain or maintain legal rebounding position, a player may not:

- Displace, charge, or push an opponent
- Extend shoulders, hips, knees, or extend the arms or elbow fully or partially in a position other than vertical so that the freedom of movement of an opponent is hindered when contact with the arms/elbows occurs
- Every player is entitled to a spot on the floor, provided the player get there first without illegally contacting an opponent
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Screening

- When a player uses arms, hands, or shoulders to force through a screen or to hold or push a screener, it is a foul
- When contact results because a player sets a screen while moving, it is a foul
- When a screener takes a position so close to a moving opponent that the opponent cannot avoid contact by stopping or changing direction, it is a foul

- When a player sets a screen outside the visual field of a stationary opponent and does not allow this opponent a normal step to move, it is a foul (a player who is screened within their visual field is expected to avoid contact)

Coach and Bench Decorum

It is important for officials to communicate with coaches and it is appropriate for this to occur on occasion during the game. It is okay for coaches and players to ask questions provided it is done in a courteous and respectful manner. However, if a player or coach begins to move towards unsportsmanlike comments or behavior, then it is imperative that the official be firm. Sometimes a warning is appropriate.

Sportsmanship, Your role.....

The term "sportsmanship" may be a philosophy of many leagues, but it is not always acknowledged or used on a regular basis. Sportsmanship should be followed by the coaches, players, table crew, on-site coordinator and YOU.

By rule, good sportsmanship is strongly encouraged and is to be enforced. Here are a few things you can do to promote good sportsmanship:

- Take control of a player or coach that uses inappropriate behavior, foul or abusive language. Do not avoid the matter as this could send the message that the behavior is acceptable
- Give praise where needed. If you equally acknowledge ALL of the players on the floor, you will project a positive "up-beat" image for all to follow.
- Compliment examples of good sportsmanship: if a player compliments an opponent on a nice shot, move, etc

End of the Game

- Shake hands with coaches and players
- Leave the floor together and briefly review the game. Keep the communication between you and your partner to a whisper (there are little ears around that hear everything). Keep things positive. Mentally go over any situations and leave the game in the gym. Make notes regarding players, coaches, parents etc. Assist in clean up and ensure gym and school are cleaned up, garbage is taken out, doors are locked, chairs and bleachers put up/away at the end of the day.

Summary & Random Tidbits

You all have watched on TV or in person a basketball game at some kind of level. You have seen officials miss a call or two and make calls that have been questioned. Now you are that official

- Put time and effort in to being the best official you can be.
- Be sure you fully understand the fundamental rules of the game. Regardless of what age group, the basic fundamentals of the game apply. Rules are in place to protect the players and to ensure that neither team gains an unfair advantage.
- Communication is the key to successful officiating
- On court experience will help with the mastery and the understanding of all the rules. This takes time and don't get discouraged. Getting things correct in game situations is tougher than understanding on paper, but it begins with understanding the rules first before applying on the court
- Before each game, review the league rules for that particular division. If you need clarification, ask
- You will earn respect of those involved in the contest if you know the rules, how to properly apply them and put fun and safety first
- **Safety of the children must be first and foremost**

BASKETBALL TERMINOLOGY

ALTERNATING POSSESSION RULE: The possession arrow changes direction after each held ball situation, alternating which team gets possession of the ball. Determined by jump ball that begins game

BACK COURT: Used to refer to the half of the court opposite the half where play is currently taking place

CARRYING THE BALL: Also called “palming,” a violation committed by a dribbler that involves placing the dribbling hand under the ball and momentarily holding or carrying it while dribbling

CHARGE: Charge is a foul called when the offensive player in possession of the ball runs into a defender with an established position (judgment call)

DOUBLE DRIBBLE: A violation that occurs when a player dribbles the ball with two hands simultaneously or stops dribbling and then dribbles again

FOUL: A foul is an illegal action committed by a player from one team against a player from the other team. There are 2 types of fouls.

DEFENSIVE FOUL: A foul committed by the defense on an offensive player. Defense cannot block, punch, trip, or strike the player in possession of the ball.

OFFENSIVE FOUL: Offensive player commits an offensive fouls when charging into a stationary defender

INTENTIONAL FOUL: A personal foul that the official judges to be premeditated

KEY: Also called the “free throw lane” or “lane”; the area measuring 12 feet in width and extending from the free throw line to the end line

LEAD OFFICIAL: Official ahead of the play or positioned on the end line where the offensive team is shooting

OUT OF BOUNDS: The area outside of and including the end lines and sidelines

OVER AND BACK VIOLATION: A violation that occurs when the offensive team returns the ball into the back court once it has positioned itself in the front court

SPORTSMANSHIP: Sportsmanship should be a core value in the behavior of players and bench personnel, in crowd control by game management and in the referees’ proper enforcement of the rules governing related actions

TRAIL OFFICIAL: Official just behind the players moving up court, or located above the free throw line extended (usually) during the half-court offense

TRAVELING: A violation occurring when a player with the ball takes a step without dribbling (moving the established pivot foot)

VIOLATION: A violation occurs when the player infracts the rules of basketball. A violation results in the awarding of the ball to the opponents