

## Table Crew and Officials' Meeting

The following is general information for the table crew and officials. Many of the points should be discussed during the pre-game meeting.

### Table Crew (Referee will conduct the review)

- \* Table crew should arrive at the arena 1 ½ to 2 hours before tip. This gives time to verify the equipment is set up properly and is working prior to the pre-game meeting with the officials.
- \* The timer, shot clock operator and public address announcer should test and verify that all of their equipment is working properly. Test the game clock, shot clock, Precision Time system, whistle packs, public address system, backboard LED lights and video monitors. The game clock and shot clock should both be run down to zero to confirm that the buzzers and/or horns will sound appropriately. The game clock horn or buzzer should sound and the backboard LEDs should illuminate at exactly 00.0. The shot clock horn or buzzer should sound at exactly 0. Test the whistle packs with a whistle to confirm that each pack can start and stop the game clock. Two stop watches or alternate timing devices for the shot clock and game clock should be available. Television displays shall not be used for replays unless on-screen graphics are in sync with the official game clock.
- \* The table crew should enter the officials' locker room at 45 to 60 minutes before tip. Introduce officials to table crew and table crew to officials. It is helpful to provide a list of names of the table crew to the officials.
- \* The official scorer should wear a black and white striped referee's shirt. The timer, shot clock and PA should wear conference shirts.
- \* The table crew should study Rule 2 (on officials and their duties) in the Men's and Women's Basketball Rules and Interpretations book. The section pertaining to each crewmember's duties should be reviewed before each game.
- \* The scorer's table should be placed on the sideline, at the center of the court, on the side with the benches. It is best if the crew sits in this order: shot clock, clock, book, PA and that the official scorer should sit behind the required X or logo placed on the floor in front of table.
- \* Food and drinks should not be consumed at the table. Concentration, focus and avoiding distractions make for a good table.
- \* It is important that the referee inform the crew during the pre-game meeting how he will handle a scoring or timing problem (any questionable and unusual situations) with the table. Any time the table has a question, get one of the officials to the table.
- \* Review end of game protocol and use of monitor. It should be noted that when all three officials leave the visual confines of the playing area at the end of the game, the officials' jurisdiction has ended and the score has been approved.
- \* Inform the referee where the television monitor is located and the individual who will handle it. Referee should inform table crew when they can and cannot use monitor.

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- \* The game manager should attend the pre-game with the table crew. The referee should be made aware of the technicians available in case any game equipment malfunctions. The game manager should indicate where he will be seated if needed.
- \* LED lights may be used on the shot clock, but the lights should only be activated for a shot clock violation.
- \* It is extremely important that the timer and shot clock operators and the game officials know the time remaining on the game clock and shot clock at all times.
- \* The table crew is a part of the impartial operation of the game. Their demeanor must indicate no desired outcome of the game. The Public Address announcer must not use words or vocal inflection that demeans the visiting team.
- \* Often the table crew also contains one or more scoreboard operators. These individuals need to remember that they too are a part of the official crew and should refrain from cheerleading.
- \* The table crew should work together by communicating and helping each other with game score (a 2 or 3 basket), time outs taken/left, 1<sup>st</sup> horn and 2<sup>nd</sup> horn on time outs, number of team fouls for bonus and double bonus, clock status (running when should be stopped, or stopped when should be running), substitutions (players number and who they are going in for), and other unusual situations that may arise.
- \* Know your Game Management Personnel from the Assistant ADs, SIDs, Manager, Trainer, and Team Scorekeeper to the Equipment Technicians, Graphics Programmers, Marketing Personnel, Ushers or Security. You never know in the heat of a game when you will need one of these.

## Official Scorer – Book

- \* In addition to the study of Rule 2, as suggested above, the scorer should also study Rule 3 and 5 and the sections in Rule 4 (Definitions) that pertains to his/her areas. It would also be helpful to study Appendix 1 in the rulebook, concerning fight reporting procedures.
- \* Get book ready before prescribed time (ten minutes). Have assistant coach sign the book confirming that it is correct. Official scorer should count players warming up with each team to be sure all are listed in official book.
- \* Indicate with a check the starting five and as the game progresses record those that enter and leave the floor on a substitution chart. This will help prevent an error of 6 players on the court and if a fight occurs document who was in the game. This is also useful in recognizing substitutes attempting to re-enter the game before time has run off the clock.
- \* Officials and table crew should know what team colors the officials will use.
- \* An official will communicate with the official Book on Class A and Class B technical fouls so that the scorer will know type of foul and penalty. Also, an official will communicate on any controversy or unusual situation that should be noted in the scorebook.

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- \* If a fight occurs, assist the officials by recording names and numbers of those that are involved in the fight and any others who come on the court from the bench. Players that are ejected for fighting must be noted in the scorebook.
- \* The scorer should know the number of official team time-outs taken during the first half and record those that carry over to the second half.
- \* Pre-arrange a signal with the referee that the official book is correct before officials leave floor at half and end of game (such as a raised arm, stand, and nod of head or thumb(s) up). The referee can also point at the scorer as a sign of approval.
- \* Keep officials informed on number of fouls on each team during each half (warn before 7 and 10 fouls). On a 6<sup>th</sup> or 9<sup>th</sup> common foul and then a technical, do not put 7 or 10 on board until ball is in play.
- \* Be aware of players with 4 fouls, and alert timer to signal 5 fouls.

## Timer – Clock

- \* In addition to the study of Rule 2 as suggested above, the timer should also study Rule 5.
- \* Inform referee about any clock malfunctions you've had this season, and what is your back-up plan.
- \* Timer should notify officials and basketball teams three minutes before each half is to start.
- \* Always be alert for media time-outs.
- \* Review times between 2<sup>nd</sup> half and overtime and times between overtimes (1 minute).
- \* Timer should know how to reset the game clock to new tenths of a second.
- \* Timer should sound horn 15 seconds before the expiration of an intermission or charged timeout. A second horn shall be given at the expiration of an intermission or a charged timeout.
- \* Always assist officials by holding up 1 finger when you sound the 15-second horn on timeouts and 2 fingers at the expiration horn.
- \* Twenty seconds will be allowed to replace a disqualified player. The warning horn will be sounded 15 seconds before the expiration of the 20-second time limit. The signal also shall be sounded at the end of the 20 seconds to replace disqualified player.
- \* The timer will start and stop game clock after a successful field goal in the last 59.9 seconds of the game and overtimes. No substitutions can be made in last 59.9 seconds during these dead ball periods, which includes a timer's mistake or an inadvertent whistle by an official. After a successful field goal, teams may request a time out, and then can insert substitutes into the game.

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- \* Timer and book should see that substitutes enter game at proper time after reporting, have warm-ups off and have reported their own uniform number.
- \* Timer should blow horn if he knows officials are making a mistake (such as 2 free throws instead of 1).
- \* Officials will stop the game clock automatically on their whistle. Officials will start the game clock by the use of a switch on their belt pack. Timer-clock operator will start and stop the clock as though the officials were not using the precision time devices (no change in timer-clock operator job in this area).
- \* The official timer shall have a digital stop watch to be used for timeouts and malfunctions of the clock.
- \* Notify officials by any means necessary when there is a clock malfunction. (It is not a bad idea to have a rolled up towel that can be thrown on the court, discuss this with officials in pre-game.)
- \* It is helpful for the Timer to keep a timing log that includes – clock stop times, possession arrow changes, timeouts taken by each team and media timeouts.

### Shot Clock

- \* In addition to the study of Rule 2 as suggested above, the shot clock operator should also study Rule 5.
- \* Inform game officials of any unusual timing situations you've had this season.
- \* Ensure that the shot clock is set correctly (35 seconds for men, 30 seconds for women.)
- \* Shot clock horn should sound differently than regular clock horn.
- \* Review the rule regarding the shot clock when the ball has been intentionally kicked by the defense. Determine before the game starts how to reset the shot clock to 15 seconds in case the violations occur with 14 seconds or less on the clock.
- \* Concerning the start of the shot clock, be consistent and it's better to be slow than fast. If in doubt on a reset, let it run.
- \* The shot clock operator should have a digital stopwatch or an alternate timing device to be used for malfunctions of the shot clock.
- \* The referee shall have the authority to reset the shot clock and to cover any unusual situations not covered specifically under the rules.
- \* Review and understand Rule 2 to know when to stop and reset the shot clock or stop the shot clock and then resume without a reset.
- \* Always be aware of the reset time on the shot clock prior to a reset.

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### Public Address Announcer

- \* The Public Address Announcer should wait until the game official has given his table report before making his announcement to the fans.
- \* A written message should be available at the table to read to fans concerning sporting behavior, debris on the floor, and use of the replay monitor.
- \* The public address announcer should study Official Basketball Signals in the 2009 Men's and Women's Basketball Rules and Interpretation Book. He or she should also review seldom used signals and new signals during the table crew briefing and those signals that pertain only to men or women.
- \* The public address announcer should not engage in "cheerleading".

### Last minute in the review

- \* Are there any questions or suggestions from either table crew or officials?
- \* Remember to Focus on the Game, Avoid Distractions, have a Constant Awareness of the Game Situation. Anticipate, but Wait.

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