

GREAT SOUTHWEST OFFICIALS ASSOCIATION

Tony Stigliano, Coordinator

BASKETBALL TABLE WORKERS PRESEASON REMINDERS

Some of this information applies only to NCAA Division II institutions (Lone Star and Heartland Conferences). Most of it, however, is applicable to all leagues.

GENERAL INFORMATION

1. **Introduction:** This memorandum is being distributed as part of an intentional effort to stress the importance of game-day operations around NCAA basketball games. Hopefully by reading this you will be 1) refreshed on the proper procedures and protocol; 2) informed on how the NCAA has instructed the game officials to operate; 3) encouraged to perform your duties with a commitment to standardization and uniformity at all sites so coaches, players and officials won't need to adjust from one site to the next; and 4) more aware and familiar with the rulebook and conference policies before the season starts. The conference is committed to ensuring an environment that promotes fair play and providing a first-rate experience for student-athletes. Please know we appreciate the time and effort you invest in table workers at basketball games.
2. **When Errors Occur:** Unfortunately, scoring and/or timing errors will likely occur at some point during the season. We're all human. Be realistic. Don't be defensive. Be open to the possibility that a mistake might have occurred. Table workers should submit themselves to the proper steps for inquiring about a possible error or rectifying a known error. The table staff needs to operate in a way that gives the referee a better opportunity to correct any errors. First, the referee should be notified immediately when an error is discovered. When there is doubt and/or questioning from a coach or another table worker and it cannot be resolved without a doubt, the official scorer should be responsible enough to include the referee in the process. If you realize an error during a live-ball situation, wait until the next dead ball and notify the referee.
3. **Accountability:** All table staff workers must remember the importance of their role in game administration. There is no excuse for an entire table full of workers to let a mistake go unnoticed. While each worker has a different role, all of them should be observing the game attentively enough that a co-worker's mistake is recognized. Don't hesitate to initiate communication that could lead to the correction of an error. Again, if you realize an error during a live-ball situation, wait until the next dead ball and notify the referee.
4. **Extension of the Officials:** At the direction of Commissioner Tony Stigliano, officiating crews view the table crew as an extension of their role on the court. Officials are instructed (and policy requires) to meet with the scorer, timer and shot clock operator at the table 15 minutes prior to the game (or 25 minutes prior to the second game of a doubleheader) to review procedures and answer questions. Table workers should be mindful of the need for this pre-game meeting before leaving the table area for restroom or drink breaks, etc. If crews are having problems with this interaction, it should be reported to the Commissioner.

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OFFICIAL TIMER

5. **Pre-Game Protocol:** Conference policy dictates that pre-game warm-ups should follow the same protocol for every game in every gym. This includes single games, plus the first and second games of a doubleheader. **In every case, teams should have a full 25 minutes to warm-up. For the second game of a doubleheader, the clock shall be set at 25:00 and starts when the first team is ready and takes the floor to begin warm-ups. For every game, the clock shall run to 0:00, at which time both teams shall clear the court. Then the national anthem shall be played, followed by player introductions. An institution can choose to play the national anthem just once during a doubleheader, in which case the player introductions would begin immediately after clearing the court at 0:00.** There is to be NO clearing the floor at 7:00, etc., and no playing the national anthem early just because both teams happen to leave the floor at the same time. We want the teams present for the national anthem at 0:00. Any changes to this policy should be communicated properly to the conference office, the game officials, and visiting team personnel prior to game-day. We will follow the conference Basketball Operating Procedures for Game Day Protocol.
6. **Halftime:** Halftime shall be 15 minutes in length. Clock operators should wait until both teams have cleared the playing floor before starting the clock. The clock shall run continuously during halftime (no stopping the clock for halftime entertainment activities). The host institution has jurisdiction of the playing floor during halftime, but a good rule of thumb is to complete all entertainment activities by the 5:00 mark so the floor can be cleared and teams can return for warm-ups. Changes to this policy should be communicated properly to the conference office, the game officials, and visiting team personnel prior to game-day. Intermission before overtime periods shall be one minute in length.
7. **Clock Stops in Last Minute:** It was mentioned that timers need to be reminded to stop the game clock after made baskets during the last minute of the second half and any overtime periods.
8. **Disqualified Players:** When a player fouls out of the game, the official will notify the timer to begin a 20-second time limit to replace the disqualified player. A warning horn should be sounded 15 seconds before the expiration of the 20-second time limit and another horn should be sounded at the end of the 20 seconds.
9. **Substitutions:** Players wishing to substitute into the game should remain at the scorers' table until beckoned onto the court by the game officials. Many times this will not occur until other business (e.g., reporting fouls to the scorekeeper) has been completed. Scoreboard operators should require the substitutes to reach the "X" painted in front of the table before sounding the horn to notify the game officials of a substitution.

OFFICIAL SCORER

10. **Official Scorebook:** Conference policy mandates the official scorekeeper to wear a striped official's shirt so that he or she can be easily identified by the referees. Only the official NCAA scorebook should be used for keeping score at all NCAA games, so as to standardize scorekeeping and assure proper and complete record of all games played. The NCAA score-sheet includes all statistical columns along with the running score for which the official scorer is responsible according to NCAA playing rules. Also, this year's book includes tips for official scorers, it includes duties of the official scorer as stated in the playing rules, it includes the rules for timeouts, and it includes sample score-sheets. If schools need to order the official NCAA scorebook, it can be found online at <http://www.ncaapublications.com> and enter "basketball scorebook" in the search field. Also, it is vital to track the running score, fouls, and timeouts, including detailing the number of the player who scores, fouls or calls

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the timeout and the time in which the player scored, fouled or called the timeout. It is important to keep a detailed record of information so the referees will have knowledge to correct or refute any errors. Scorers should find a way to differentiate between fouls and timeouts in the first and second half (e.g., use different color pencil, cross off in different direction, shade in first-half totals before the second half starts). Finally, please keep the scorebook at the scorer's table at all times during the contest.

11. **Foul Trouble:** Official scorers should be aware of player foul totals and, if possible, should alert the other table workers whenever a player reaches four personal fouls. The idea is to be swift in notifying the referees when a player is disqualified (five personal fouls). It was recommended that game officials be reminded to make eye contact with the official scorekeeper when reporting personal fouls.

SHOT CLOCK OPERATOR

12. **When to Reset Shot Clock:** It is recommended that the shot clock operator not reset the shot clock on a missed shot until a team has gained possession of the rebound.
13. **Kicked Ball:** A kicked ball may or may not reset the shot clock, depending upon when it occurs. Any kicked ball that occurs with 15 or more seconds left on the shot clock will not reset. Any kicked ball that occurs with 14 seconds or less on the shot clock will be reset to 15 seconds.

GAME ADMINISTRATOR

14. **Underneath the Basket:** Cheerleaders shall not stand or sit in the areas behind the basket, free-throw lane extended. Also, this area should be generally kept clear from anyone, but any personnel in this area (e.g., ball boys, photographers, security) must remain seated during live ball situations and behave in a professional manner.
15. **Official Basketball:** Conference policy mandates use of the Wilson NCAA Solution basketball for all conference games.
16. **Seating Restrictions:** Conference policy prevents home team students from sitting immediately (first three rows) behind the visitor team bench.
17. **Noisemakers:** Conference policy prevents the use of artificial noisemakers inside the gymnasium during basketball contests. Artificial noisemakers are defined as anything other than voice. Megaphones are to be used for voice amplification purposes only (e.g., no banging against bleachers, floor, hand, wall).

GENERAL INFORMATION

18. **Timeouts:** NCAA and Conference policy dictates that every game will utilize Media Timeouts. The Media Timeouts shall be 75 seconds in length. They will occur at the first dead ball after the 16:00, 12:00, 8:00 and 4:00 minute marks of each half. **Additionally, the first team-called 30-second timeout of the second half will be extended into an additional 60-second Timeout.** Each team gets four 30-second timeouts (can only carry three to the second half) and one full timeout, which is 60 seconds in length. For each timeout, play shall not resume until the clock operator has sounded the horn two times. For media timeouts, the first horn sounds at :60 and the second at :75. For team-called 30-second timeouts, the first horn sounds at :15 and the second at :30. For team-called full timeouts, the first horn sounds at :45 and the second at :60. **For media timeouts, under no circumstances can play resume before the full 75 seconds has expired.** On team-called timeouts, if both teams are on the floor and ready to play, it is permissible to sound the second horn early. **Also, nothing**

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replaces a media timeout. If a team-called timeout occurs at 15:58, the media will still occur at the next dead ball. Finally, if free throws are to be taken as a result of the dead ball that leads into a media timeout, we will take the media timeout first and shoot the free throws afterwards.

19. **Courtside Monitors:** Conference policy requires that courtside monitors be provided for use by game officials to assist in correcting any correctable error permitted by the rules of the game. The monitors must be equipped so as to allow the game officials to control the tape (rewind/fast forward) at courtside. For suggestions on how to accomplish this technology, contact Commissioner Stigliano. Officials can go to the monitor for scoring errors. If the officials cannot come to a conclusion then the progressive score will be used. Scoring errors can be corrected at any time before the official signs the official scorebook. If there is a question as to whether a basket was a 2 or 3-pointer, wait until the next dead ball and then notify the officials of your question. The monitor itself should be positioned such that officials can view without leaving the court because the officials are instructed to NOT leave the court. This means the screen should face the court because the officials cannot walk behind the table.
20. **LED Backboard Lights:** Conference policy requires that every conference basketball facility have red LED or red light (or latest technology) buzzer lights installed behind the perimeter of the backboard to indicate when time has expired. The lights must be synchronized with the buzzer.
21. **Sportsmanship Announcement:** Shall be read at least once per game. *"The NCAA, (Name of Conference) Conference and (Name of University), promote good sportsmanship by its student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption of alcoholic beverages is prohibited. Artificial noisemakers, air horns, laser pointers and electrical amplification shall not be permitted in the arena."*
22. **Problems?:** The conference expects its basketball coaches and officials to interact with table workers in a professional manner. Table workers should notify their game administrator if coaches and/or officials address the table in an abusive manner, and the game administrator should in turn then notify the Conference Office. If any table worker has a problem in dealing with a referee, please contact the athletic administration on your campus.