

# Canadian FIBA Two-Person Officiating Manual

This reference is based on the FIBA 2010 Referee's Manual for two-person officiating incorporating the Canadian modifications approved by FIBA for experimentation in Canada:

Lead and Trail officials officiate without the 'preferred diagonal' referenced in the FIBA Officiating Manual for Two Officials. Positioning of the officials is determined by the location of the ball coming into play. Trail and Lead officiate on either the left or right side of the court depending on play.

The Trail official is positioned opposite side from the scorer's table (facing the scorer's table) for all free throws.

It also includes accepted and recommended practices for Canada and follows the same general order as well as, utilizes many of the same diagrams as the FIBA Manual.

Officiating mechanics provide practical guidelines for officials to obtain the best positions to see and officiate play.

This reference is provided for uniformity and consistency in the mechanics of the two person crew. They provide fundamental principles to be followed to achieve the 'best looks' at plays and thus, have the best opportunity to officiate them correctly.

Employ the mechanics and keep in mind "Go where you have to go, to see what you have to see."

Thank you to all those who have provided input and support in producing this dmanual.



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# Pregame and Jump Ball

Officials should arrive at site:

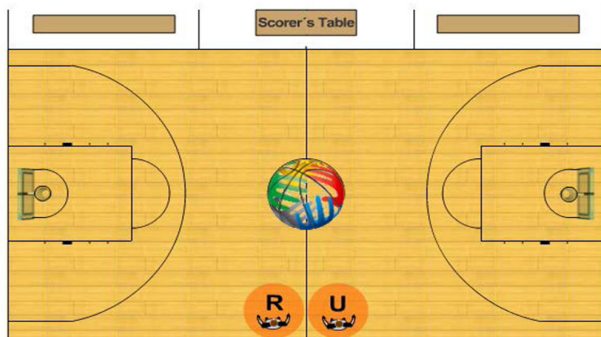
- physically and mentally prepared for the game
- well groomed and dressed appropriately/professionally
- uniform in good condition
- note: officials should present themselves professionally both on and off the court
- recommended 1 hour before game time

Officials should have a pregame discussion including topics such as:

- special situations: jump ball situation and procedure, technical fouls, free throws, TV time-outs etc
- co-operation and teamwork; double whistles, help situations
- three-point field goal attempts
- feel for the game
- advantage/disadvantage
- positioning and responsibilities on various plays
- off-the-ball coverage
- double teams, traps and pressing defences
- end of playing time for a period or extra period
- dealing with problems arising from participants and spectators
- general methods of communication:
  - between partners
  - towards table officials and commissioner (if present)

## Officials' Pre-game Duties

- arrive on court minimum 20 minutes before game time
- take positions opposite the table to observe the team warm-ups



The referee is responsible for approving:

- playing court
- game clock
- all other technical equipment
- scoresheet
- and select a used game ball

Ten minutes before game time the referee goes to table

- checks the scoresheet is properly filled out
- ensures that coaches sign to confirm their agreement
- and that the coaches have indicated their 5 starters

The referee then returns to position opposite the table

If there are player introductions or other presentations:

- Referee blows whistle at six (6) minutes and teams go to bench areas
- once introductions/presentation(s) done, the Referee blows whistle and indicates three (3) minutes remain prior to start of game
- clock counts down from 3 minutes

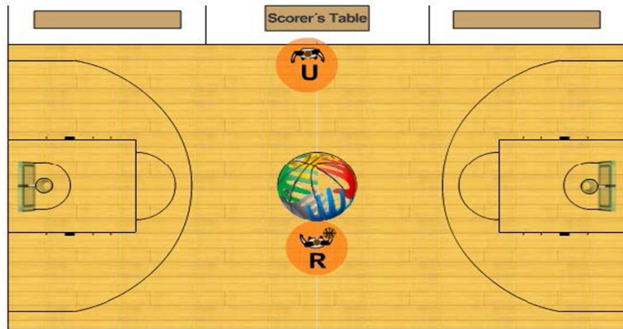
Officials move to table area at two (2) minutes. Note: Recommended that the officials introduce themselves to the coaches at this time.

Referee blows whistle with one minute and thirty (1:30) seconds remaining and teams return to bench areas

Both officials verify that no one is wearing illegal equipment prior to starting the game.

Officials take positions:

- Referee - opposite the table outside the far side of the centre circle straddling the centre line
- Umpire - in-front of table where side line and division line meet but to the side of the timer to provide the timer unobstructed vision



## Referee

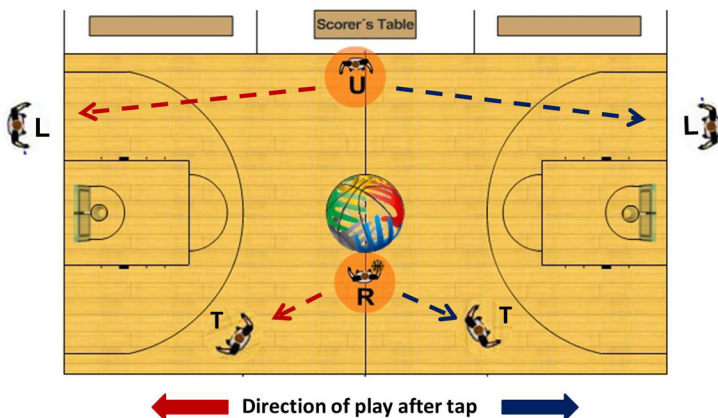
- identifies captains
- look to Umpire for the “thumbs up” signal
- verifies that both players are ready
- steps in (without blowing whistle and with whistle out) and tosses the ball vertically upwards between the two opponents, higher than either of them can reach jumping
- After making the toss
  - puts whistle in mouth and remains stationary
  - sees in which direction the play develops and moves to position once the ball and the players have moved away from the circle
  - verifies clock has started and possession arrow set

## Umpire

- verifies table officials are ready and gives the Referee ‘thumbs up’ signal
- raises arm straight up, palm open and fingers together when Referee enters to toss ball
- verifies whether the toss is legal and blows whistle if not and/or there is a violation
- gives “chop-in” time-in signal when ball is tapped

# Movement of Officials

After the tap, the Umpire moves in direction of the play, gets ahead of the ball and assumes the Lead position. The Referee moves to the Trail position.



## Officials

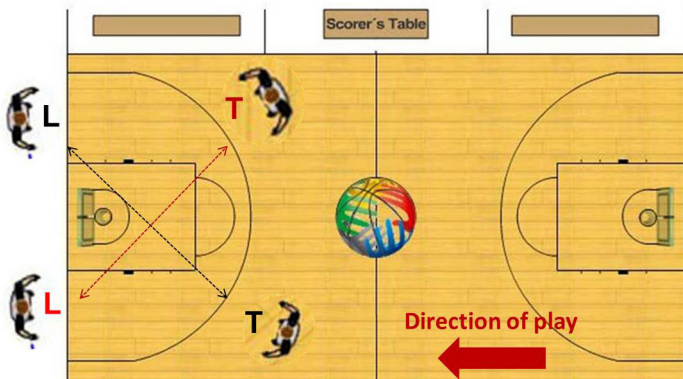
- should work to gain an awareness of partner, players and ball by
  - eyes constantly moving (scanning)
  - using peripheral vision
  - creating open looks and proper vision cones/fields of vision
- keep in mind that being aware of the ball is not the same as watching the ball
- depending on positions, one official should be 'on-ball' and one official 'off-ball'

- officials should be continually adjusting position
  - using mechanics as a guideline
  - adjusting to ball movement and play
  - to see spaces between players
  - to maintain angles to play
  - to maintain spacing to play
  - to obtain the best position to officiate the play
  - in anticipation of ensuing play
  - to go where you have to go to see what you have to see

## Basic Positions

Basic positioning of officials:

- Lead and Trail can be on either side of court
- (no 'work left' mechanic)
- throw-in location or free throw activity dictate the starting positioning of officials
- in general, officials set-up in a diagonal depending on throw-in location but there is no prescribed diagonal as per FIBA Manual
- officials' positioning is determined by play while ball is live
- officials adjust their positioning in response to play to see what they have to see
- officials apply 'boxing in' principles



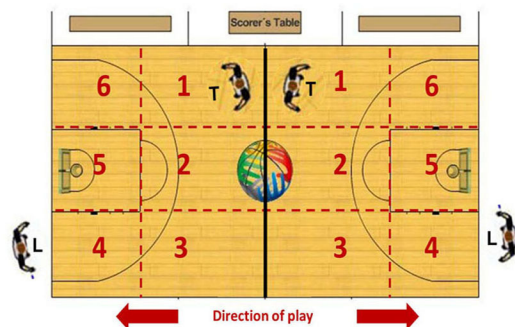
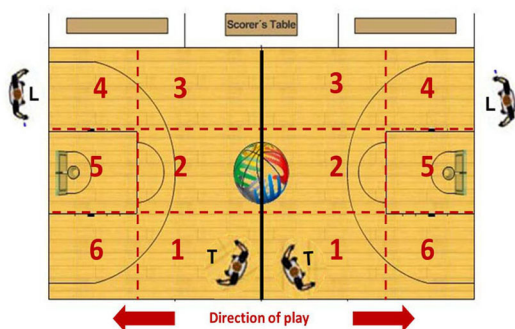
# Court Coverage

Proper court coverage requires:

- both officials working to obtain the best possible positions to judge play
- using the mechanics as a guideline to do so
- one official has primary 'on-ball' responsibility
- while the other has primary 'off-ball' responsibility

Each half court has been divided into six (6) rectangles to provide a framework of reference in discussing coverage.

- rectangles 1 and 6 are "keyed" to the side of the floor of the Trail
- rectangles 2 and 5 in the middle
- rectangles 3 and 4 are farside to Trail/on the side of the Lead

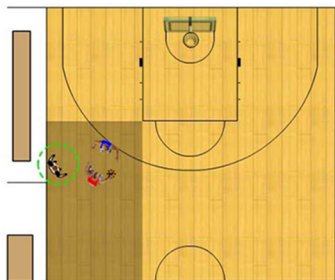




# Trail Official

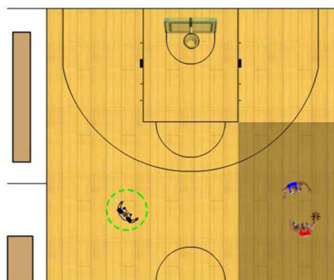
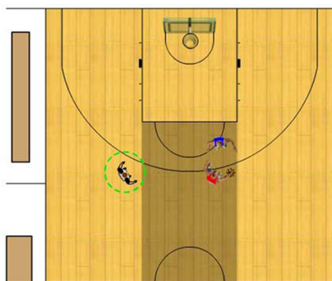
Normally maintain a position slightly behind and 3 - 5 meters away from play to see 1) the spaces between players and 2) developing play a head of and around ball as possible

Has on-ball coverage when the ball is in rectangles 1, 2 and 3 and adjusts position accordingly



Notes;

- Trail moves onto court to maintain angle and spacing to play - 'works the arc'
- works to see spaces
- avoids passing lanes as possible



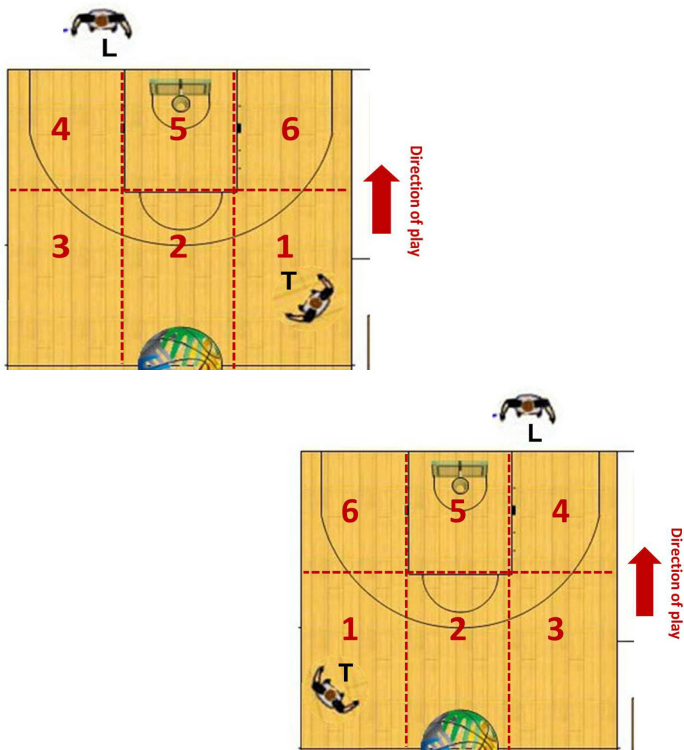
When the ball is in rectangle 4, Trail:

- is primarily responsible for off-ball, in particular
- weak side post
- screening situations

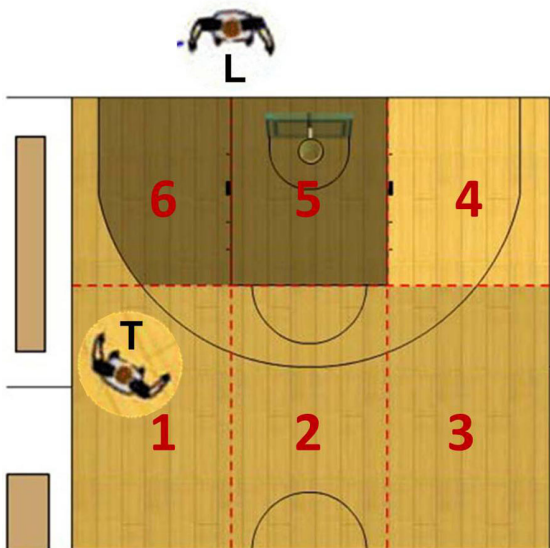
When the ball is in rectangle 5, the restricted area, both officials are responsible for 'on-ball'.

Trail is 'on-ball' and moves to properly cover the play if the ball is in rectangle 6. Though, should the ball go to the basket, especially along endline, the Lead will assume primary 'on-ball' responsibility.

Note: Whenever a shot is taken or drive penetrates to the basket from anywhere on the court, the Trail should penetrate/step down to improve coverage.



Thus, an area of shared responsibility between Trail and Lead exist that includes all of rectangle 5 and the part of rectangle 6 inside the three-point line or as indicated by the shaded area in diagram below.



**Trail to keep in mind the following principles:**

- move when the ball moves
- look for spaces between the players
- look to ‘box-in’ the players (all players between the officials) move out onto floor as needed moving up the floor in transition to maintain angle and spacing needed to officiate play if it moves to farside of the court
- penetrate to approximately, the free throw line extended whenever the ball penetrates towards the basket or endline on a pass, dribble or shot. to provide additional coverage on drive as needed and for possible subsequent rebounding coverage
- Note: ensure play on any shooter that is your responsibility is officiated before stepping down to cover rebounding

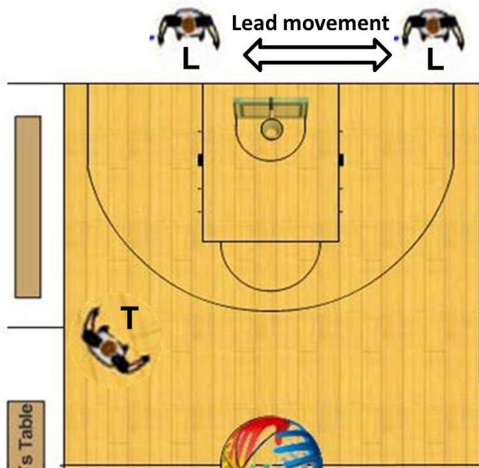
## Primary duties of the Trail:

- judging 3-point attempts
- judging last second shot attempts
- judging 24 second shot clock violations
- goaltending and interference
- rebounding
- low post, in particular, weak side
- fouls away from Lead official
- travelling violations
- twenty-four second clock administration

# Lead Official

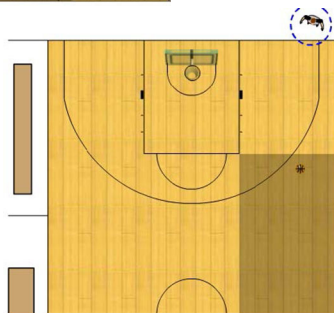
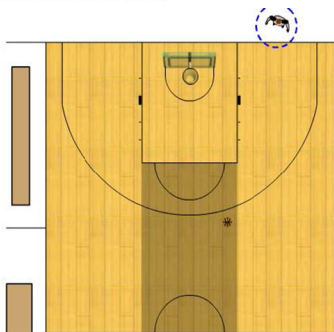
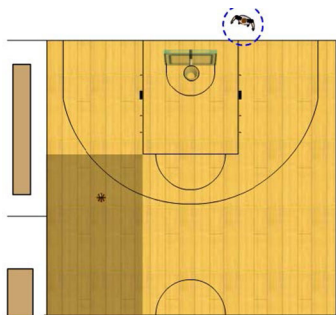
## Normally the Lead:

- is ahead of the play
- gets down the court as quickly as possible
- allowing play to come to him
- adjusts along the endline between the 3-point line to his outside and the far edge of the restricted area away from him
- keeps hips open to play while on endline



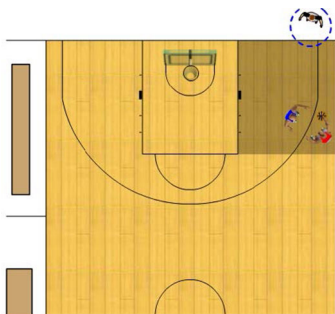
When the ball is in rectangles 1, 2, and 3 (between centre line and free throw line extended), the lead:

- is primarily responsible for “off-ball” coverage
- looks to “box-in” players
- be aware of ball, players and partner
- help Trail if needed on 3-point attempts from rectangle 3



When the ball is in rectangle 4, the Lead:

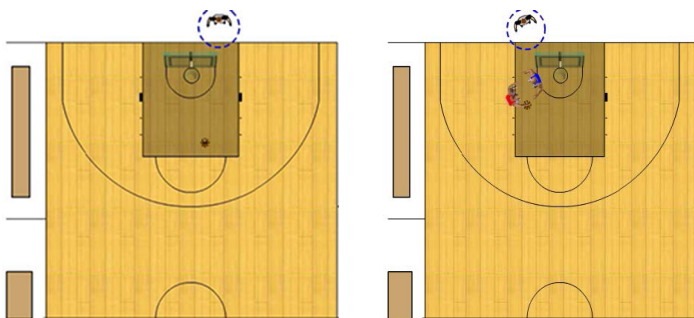
- is primarily responsible for “on-ball” coverage
- has secondary coverage is low post play in area
- can indicate to Trail any 3-point attempts from rectangle 4



When the ball is in rectangle 5, the Lead:

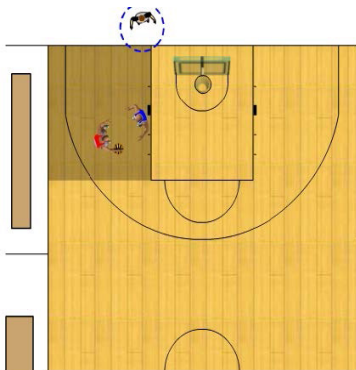
- is primarily responsible for “on-ball” coverage
- adjusts to see the spaces
- is the nearest official in the best position to judge contact

As a guideline, referee the defense in all guarding and shooting situations.



When the ball is in rectangle 6, the Lead:

- is primarily responsible for “on-ball” coverage in the low post and on drives to the basket
- moves over to that side to cover play around the basket
- if the ball is in the 3-point area in rectangle 6, the Lead has “off-ball”



### Primary duties of the Lead:

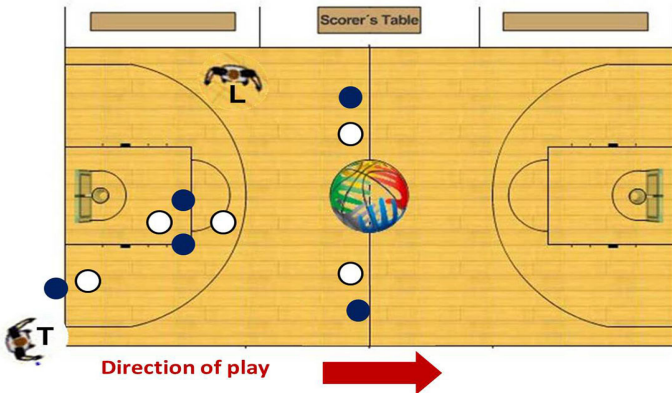
- post play
- play under the basket
- fouls away from Trail official
- travelling violations
- drives to basket on Lead's side of the court

### Keep in mind the following principles:

- get down court quickly and ‘receive the play’
- keep eyes on court/your play coverage moving in transition
- move when the ball moves
- look to ‘box-in’ the players within the official's field of vision
- look for spaces between the players
- penetrate to the basket when the ball does
- step back 2 meters from the endline to get a wider angle of vision

# Press Coverage

If there is a press and there are three (3) or more defensive players in the opponent's backcourt, the Lead positions himself to provide help.



As the ball advances up the court:

- Trail maintains position on endline until the ball is inbound and starts to progress up the court
- Trail maintains position behind and to the side of play
- Trail moves out into the court and back as necessary to maintain an angle and spacing to splay





- Lead moves at pace of play, maintaining vision of the court and positioning self to officiate where the ball could go next/developing play
- once ball is in frontcourt, Lead should be on the endline

## Line Responsibilities

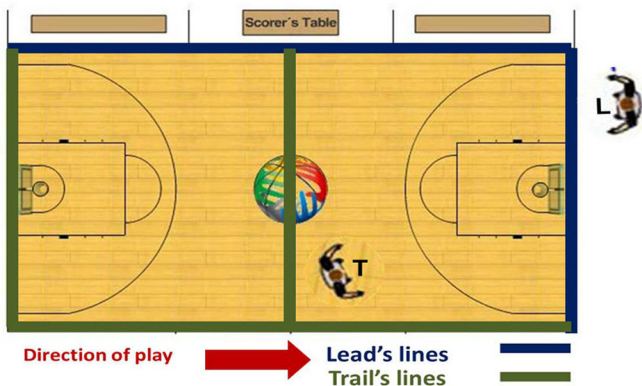
### Lead

- frontcourt endline
- sideline on same side of court

### Trail

- backcourt endline
- centre line (returned to backcourt)
- sideline on same side of court

Note; the Lead may have to judge returned to the backcourt or not on throw-ins from the backcourt endline to the centre line



# Throw-ins

When the ball goes out-of-bounds, the official responsible for that sideline or endline:

1. blows whistle once and simultaneously raises his or her hand straight in the air, fingers together, to stop the game clock
2. clearly indicate the direction of play by pointing towards the basket of the opponents of the team that will take the throw-in and states the color of the team awarded the throw-in

## Getting Help

If the responsible official is unsure who's ball it should be:

- he/she blows whistle and stops clock
- then looks for help from partner (as per pregame)
- if the partner knows, they give the direction of play both visually and vocally
- if the partner doesn't know, both officials should signal thumbs-up for a held ball situation
- official responsible for line then indicates direction

## Giving Help

If the non-calling official is positive he or she has information that may alter the direction ruling of the responsible official:

- immediately go to the ruling official (official responsible for line)
- provide the information
- based on the information, it is up to the responsible official to change the ruling or not
- if the ruling is changed, the responsible official will indicate visually and vocalize the new direction

## **Administering Throw-ins**

The administering official shall hand, bounce pass or place the ball at the disposal of the player taking the throw-in:

- after a whistle by an official
- after a time-out or substitution
- following a successful field goal or successful last or only free throw (if by doing resumes the game more quickly)

The administering official:

1. directs the player to take the throw-in to the throw-in spot
2. checks the table
3. checks clock and other game information
4. makes eye contact with partner
5. hands, bounce pass or places the ball at the disposal of the player taking the throw-in
6. verifies thrower does not move in excess of 1 m during the throw-in
7. give the time-in signal, using a chopping motion with the hand, when the ball first touches or is touched by a player on the playing court following the throw-in.

CABO mechanic is to hand the ball to the thrower unless the administering official needs to create space and widen vision cone to cover the action in his or her coverage area. For examples:

- defender contesting throw-in and players contesting for ball away from spot
- as Trail, players are contesting for ball over his or her outside shoulder and the possibility of a steal exists

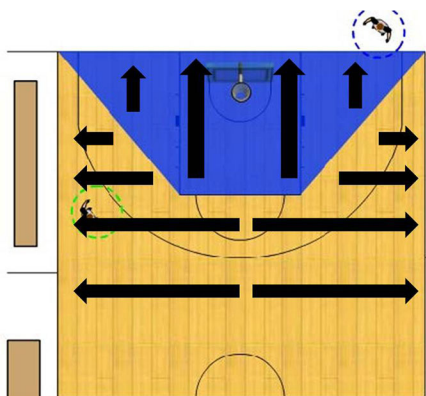
## **Recommended Procedure for Handing Ball**

- hold ball away from thrower until ready to administer
- hand ball with closest hand to thrower
- put that same arm in air in 'stop clock' position
- start visible count with other arm furthest away from thrower
- step back and away as needed
- 'chop in' play when legally touched or touches a player on court

## Throw-in Spot

Throw-ins following stoppages of play (except when specified at the centre line or frontcourt throw-in line), are administered at the spot nearest the infraction/stoppage as per the diagram below:

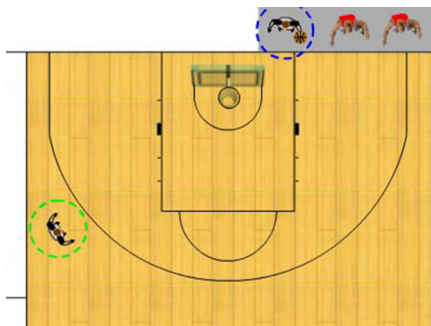
- nearest spot is determined to be the endline for rectangle 5 (restricted area) and an area determined by imaginary lines from corner of court to end of free throw line in areas 4 and 6 - indicated in blue
- exception being that throw-ins aren't administered directly behind the backboard but on the endline to the sides of the backboard



Reminder: all disallowed scores are to be in-bounded at the free-throw line extended opposite the table.

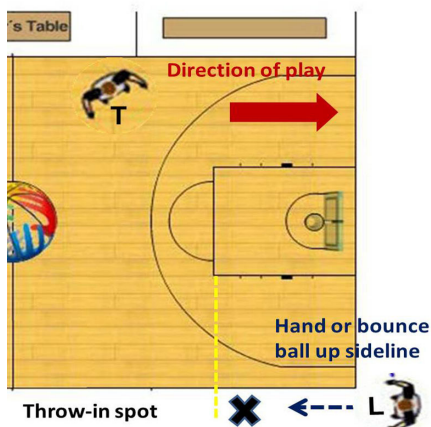
When the throw-in is between the near edge of the backboard and the sideline to the official's outside:

- Lead positions self to inside of player
- hands the ball with outside hand to player
- takes one to two (1 - 2) steps toward restricted area

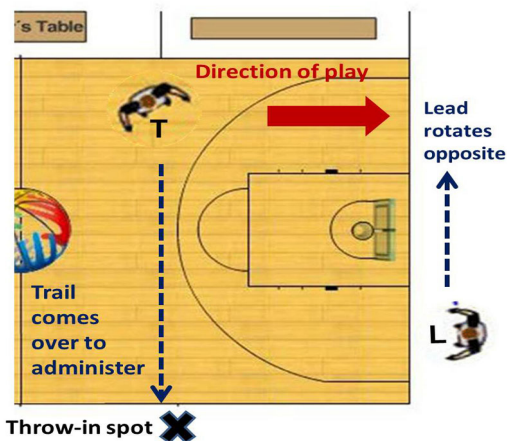


When the **throw-in is Lead's sideline below the free throw line extended**

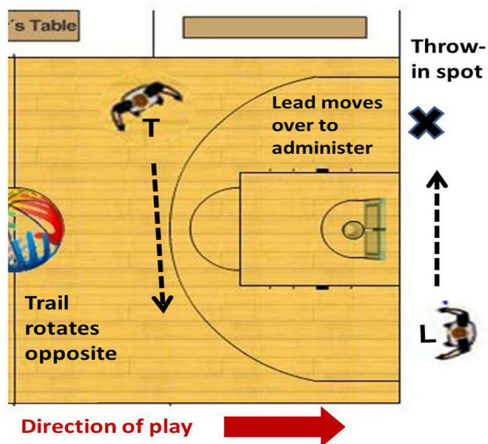
- Lead hands or bounces ball to player
- bouncing ball allows the Lead to take a better position to officiate both the throw-in spot and applicable court play
- if handing the ball, step back down towards/to end line for better positioning to officiate the throw-in spot and applicable court play



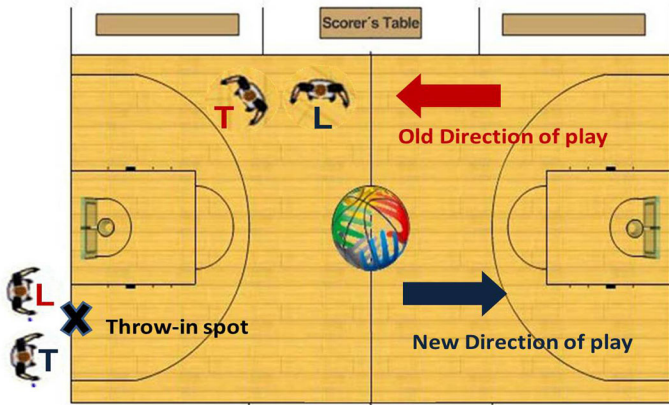
When the **throw-in** would be on **Lead's** sideline above the free throw line **extended**, the Trail comes over to administer and this creates a rotation with Lead going opposite.



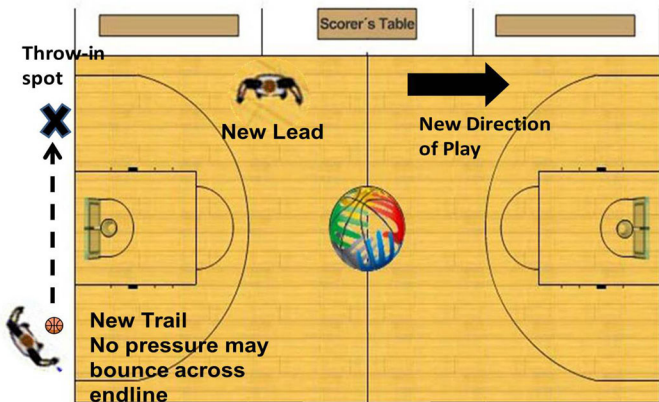
When the **throw-in** would be on the **endline on the other side of the basket away from the lead official**, the Lead moves over to administer and this creates a rotation with Trail going opposite.



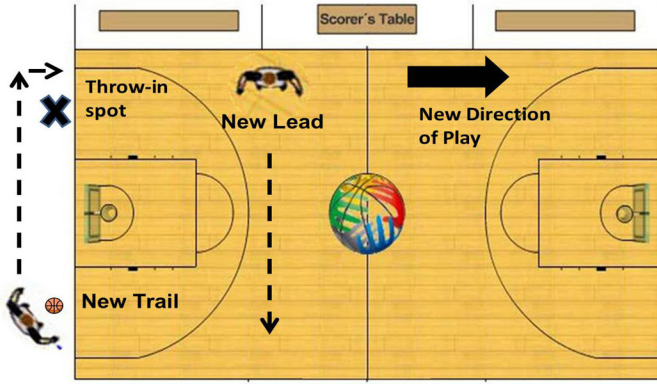
Trail administrators all backcourt throw-ins. Lead becomes new Trail and Trail becomes new Lead. Trail can hand or bounce ball to administrator.



If a) the throw-in spot is on endline on the other side of the restricted area from Trail or b) if the throw-in is on the opposite sideline, the Trail can bounce the ball across to administrator if there is no defensive pressure.

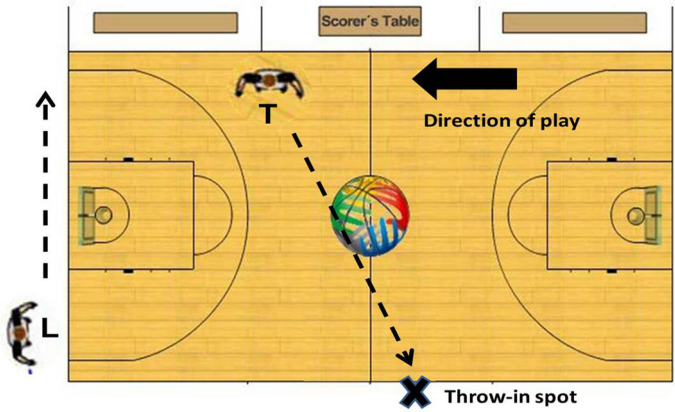


If a) the throw-in spot is on the endline on the other side of the restricted area and there is defensive pressure or b) the throw-in spot is on the opposite sideline, the Trail moves over to administer. This Lead now rotates to the opposite side of the court so that the officials have the play 'boxed in'.



**Defensive pressure creates rotation**

If the ball is in the frontcourt and ends up going out-of-bounds in the backcourt still going the same direction, the Trail moves back to administer the throw-in and officials box-in the play.





# Three Point Attempts

Trail official is responsible for signalling all 3-point attempts and all successful 3-point field goals.

If attempt is from rectangle 6, 1 or 2:

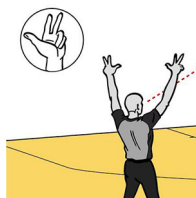
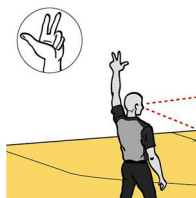
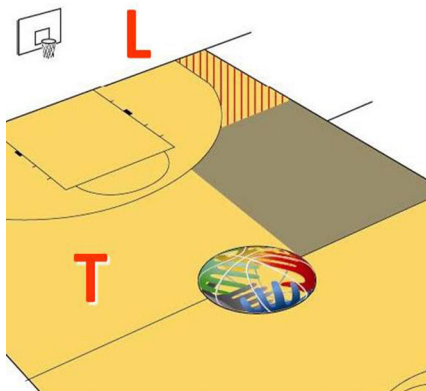
- Trail makes 3-pt attempt signal - one arm up with the thumb, index and middle finger pointed
- if successful, the Trail signals by raising both arms with thumb, index and middle finger pointed each hand

If attempt is from grey shaded area below:

- either Trail or Lead gives the initial attempt signal depending on which official has the best look
- Trail either makes initial signal or mirrors it
- if successful, only the Trail signals by raising both arms with three pointed fingers each hand

If attempt is from Lead's side below the foul line extended (red lined area below):

- Lead makes 3-pt attempt signal - one arm up with the thumb, index and middle finger pointed
- Trail mirrors the attempt
- if successful, **only** the Trail signals the make



# Last Second Shot

Trail official is primarily responsible for determining if the goal is good or not.

If the officials do have to consult;

- the Referee is responsible for making the final decision
- can consult with commissioner or table official but final decision rests with Referee

With 24 seconds or less showing on the game clock:

- the Trail raises their arm straight up holding up their index finger to indicate this might be the the last shot
- Trail continues the signal until the Lead mirrors it

The Trail should blow his or her whistle immediately upon hearing the horn. If the goal will not count, it should be waved off immediately. The goal, if good, should be signaled good as quickly as possible dependent on whether a consultation is needed.

## Flight of ball, Goaltending and Interference

Trail official is primarily responsible for flight of ball but it is always the official calling the foul, in fouling situations, that determines whether a goal shall count.

No matter who calls the foul the Trail must watch flight of the ball and players involved.

The Trail is responsible for goaltending and interference.

- defensive goaltending: blow whistle, stop clock and indicate either 2 or 3 points to the shooting team
- offensive goaltending or interference: blow whistle, stop clock, cancel the play and give new direction of play
- reminder that the subsequent throw-in after any disallowed score is at the free-throw line extended opposite the scorer's table

# Signals and Procedures

## - General

Officials are expected to provide clear communication to everyone involved in the game with their signals: partner(s), table officials, players, coaches and other

Officials are expected to:

- use only the official FIBA signals
- only blow whistle once (versus multiple times) when blown
- blow whistle loudly and sharply
- keep signals sharp and concise

A professional and confident appearance on the court projects credibility and builds confidence. Signals are part of that professionalism.

In carrying out all duties, officials should not rush such that errors may occur and/or the communication is not clear. At the same time, officials should hustle/"move with a purpose" such that there is no undue delay and the game resumes as quickly as possible.

Note:

Although not specified in the FIBA Manual, it is the accepted practice in Canada to vocalize components of the signals such as type of violation or foul, direction of play, who the shooter is on shooting fouls and other.

The intent is to:

- communicate meaningful information
- provide clarity
- aid in the proper administration of the game.

Voice should be delivered such that:

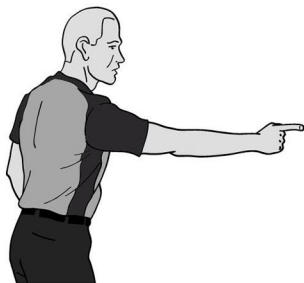
- the information is clear
- projection is professional
- with appropriate loudness to be heard

Officials should not add any extraneous/potentially confusing information.

# Violations

## Calling official

1. blow whistle once, simultaneously stop clock by raising arm straight up with a open palm and fingers together
2. clearly signal the type of violation
3. simultaneously, state the type of violation
4. use the same arm to clearly indicate the direction of play
5. simultaneously, state the team color of the team getting the ball



# Fouls

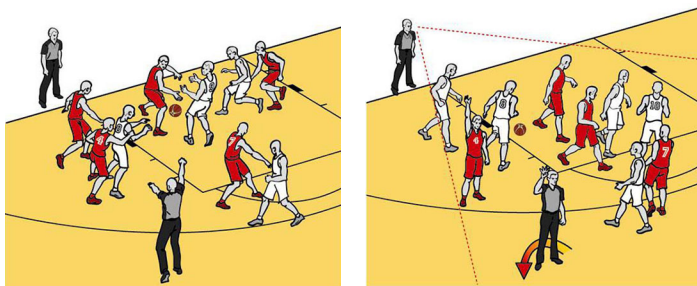
## Calling official

1. blow whistle once, simultaneously stop clock by raising arm straight up with a clenched fist
2. point to waist of player who fouled with other arm, straight and palm facing floor
3. simultaneously, state the nature of the foul
4. indicate number of free throws if necessary
5. simultaneously state the number of the free throws and thrower
6. take a route around the players and run to a spot 6 - 8 meters from scorer's table to create an unobstructed view
7. come to a stop, make eye contact with scorer and report all signals standing still
8. slowly and clearly report colour and number of player who fouled both visually and verbally
9. indicate type of foul both visually and verbally
10. complete communication by indicating number of free throws or resulting direction of play
11. run to appropriate position



## Non-Calling official

1. The non-calling official momentarily freezes and keeps his attention on the players while the calling official goes to report.
2. Once the calling official has started to report, the non-calling official moves to their new position or remains in position depending on the result of the foul. If moving to a new position, goes around and not through the players. Whether maintaining position or moving to another one, the non-calling official's prime responsibility is watching the players.



Officials should look to minimize dead ball time and maintain the speed of the game:

- there should be no delays due to the improper movement of officials
- officials should move quickly in all situations where the ball becomes dead and the clock is stopped

## Double Whistles

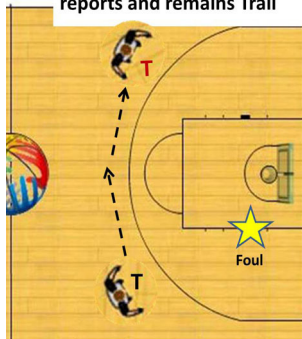
In case of both officials blowing their whistles at approximately the same time:

1. Immediately establish eye contact
2. the nearest official or the official to whom the play is coming takes the call

## Switching After Fouls

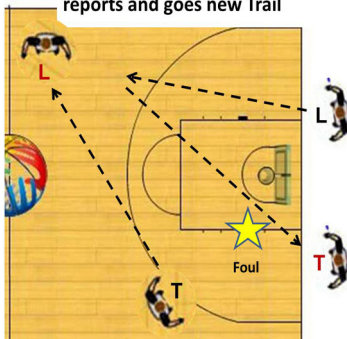
In essence, whenever an official calls a foul, they will either remain Trail or become the new Trail

's Table Trail calls a defensive foul – reports and remains Trail



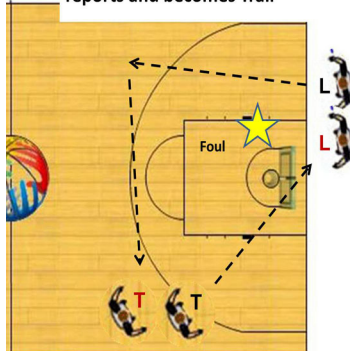
Direction of play →

's Table Lead calls offensive foul – reports and goes new Trail



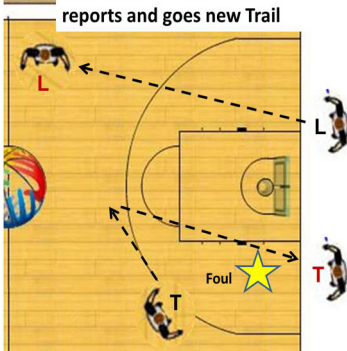
Direction of play →  
New direction of play ←

's Table Lead calls defensive foul – reports and becomes Trail



Direction of play →

's Table Trail calls offensive foul – reports and goes new Trail

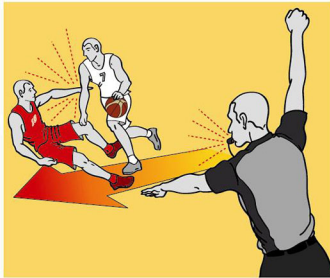


Direction of play →  
New direction of play ←

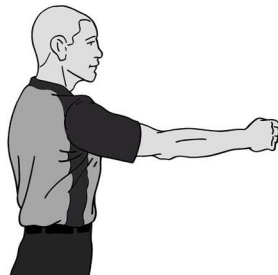
## Calling A Team Control Foul

1. blow whistle once, simultaneously stop clock by raising arm straight up with a clenched fist
2. point to waist of player who fouled with other arm, straight and palm facing floor
3. give the team control foul signal with a clenched fist pointing in the direction of the basket of team committing and state "Team control"
4. take a route around the players and run to a spot 6 - 8 meters from scorer's table to create an unobstructed view
5. come to a stop, make eye contact with scorer and report all signals standing still
6. slowly and clearly report colour and number of player who fouled both visually and verbally
7. indicate type of foul both visually and verbally
8. complete communication by making the team control foul signal in the direction of the team's basket that committed the foul
9. run to appropriate position

### At Scene



### End of communication to table





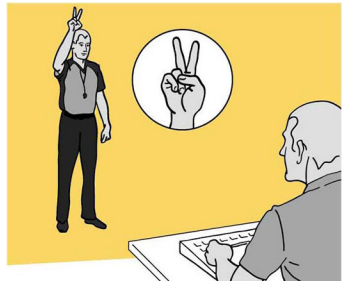
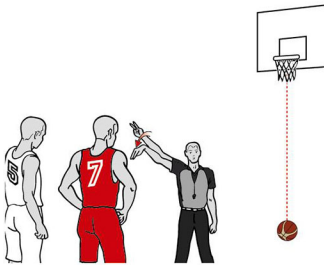
## Foul with successful field goal

Procedure is the same as for a foul without a successful field goal with the following additions in the sequence:

- after blowing whistle, raise arm with clenched fist and indicate foul-er ("bird dog"); indicate whether the field goal is good or not at the scene
- then after hustling to report, add the confirmation that the field goal counted before proceeding with rest of report sequence

At Scene - indicate successful 2 or 3 pts

Start table report by indicating successful 2 or 3 pts

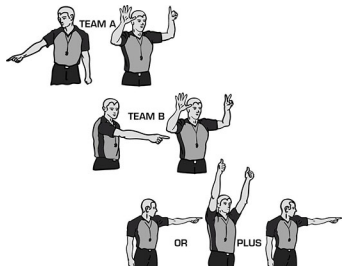


## Double Foul

Blow whistle and simultaneously give double foul signal at scene

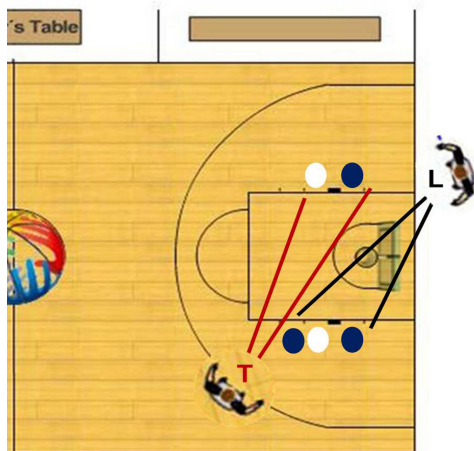
When reporting to table:

- point to team bench of first team and then indicate number
- point to team bench of second team and then indicate number
- indicate direction of play or indicate held ball and then direction of play



# Free Throws

1. The new Trail positions himself where the free throw line extended intersects the 3-point line on the side opposite the table
2. Lead is under basket with ball and when players are ready:
  - steps in and signals and states the number of free throws
  - note: at this point, the Trail raises arm(s) to signal number of free throws and maintains the signal until the release of the throw
  - checks scorer's table
  - bounces the ball to free thrower
  - steps back and takes a position behind the endline and straddling the restricted area line
  - responsible for and watches the players on opposite side of restricted area for possible fouls and violations
3. Trail indicates the number of free throws with the appropriate signal when thrower gets ball and holds signal until the throw is released
4. if there is a free throw to follow, the Lead collects the ball and the process is repeated
5. if it is the last or only free throw
  - the Trail steps down after release and raises arm in the 'do not start clock' signal and signals time-in when the ball first touches or is touched by a player on the playing court
  - the Lead takes a step towards basket and raises arm if the free throw is made and then signals time-in when the ball first touches or is touched by a player on the playing court on the subsequent throw-in

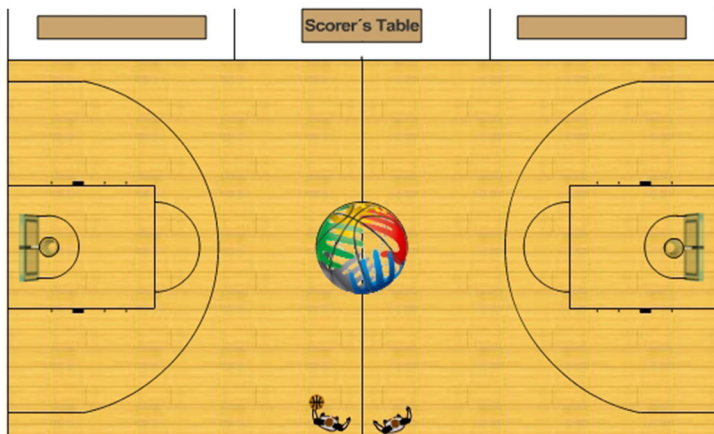


Trail official is responsible for:

- shooter
- players on opposite side of restricted area
- player outside 3 pt arc entering early
- counting 5 seconds (this is not a visible count)
- flight of ball and possible goaltending or interference
- confirming if free throw successful

## Time Outs

1. Scorer sounds horn a time-out has been requested
2. The nearest official to scorer's table
  - blows whistle
  - makes the time-out signal
3. officials move to positions opposite scorer's table
4. after 50 seconds, the timer sounds horn and the Referee immediately blows his or her whistle for players to return to court
5. officials return to original positions
6. the official administers the throw-in and signals time-in when the ball first touches or is touched by a player on the playing court



# Substitutions

1. Scorer signals a substitution has been requested
2. The nearest official to scorer's table
  - blows whistle
  - makes substitution signal
  - beckons substitute(s)



## Notes:

Although there is no requirement to do so, it is recommended to monitor the substitution(s) and maintain the arm up in the 'stop clock' position until complete.

There should only be the one whistle, for the initial substitution, for multiple substitutions in the same dead ball period. Subsequent substitutions should be done by making the substitution signal and beckoning in the substitution. It is an accepted practice to simply state 'Sub' accompanying the signal.

# End of Game

1. Officials go to table
2. After the scorer has completed and verified sheet and table crew has entered names
3. Referee checks for accuracy
4. Umpire then Referee sign the sheet
5. Officials thank the table crew
6. Officials leave the court together

Notes:

There may be times when it is more prudent to check and sign the score sheet in the official's dressing room.

The approval and signing of the scoresheet by the officials ends the game.

# Practical Advice

1. Pre-game conference is a necessity.
2. Know your areas of responsibility and coverage.
3. One official should be 'on ball' and the other 'off ball'.
4. On double whistles:
  - official nearest the play or towards whom the play is coming has primary responsibility
  - make eye contact with partner before making a signal.
5. Try to be aware of location of the ball, the players and your partner at all times.
6. On fast breaks, allow the official closest to the play to officiate it. Avoid making a call if 10 meters or further from play.
7. Ignore incidental contact, call what needs to be called. Call only what has an effect on play.
8. Call excessive use of hands that illegally prevents a player's movement.
9. Establish the standards early in the game.
10. In rebounding situations
  - call a foul if a player in an unfavorable position gains an unfair advantage
  - ignore contact that is unintentional and doesn't affect play.
11. Move as play comes towards you to gain best position seeing between the players. Be on top of the play when you make the call.
12. Know where the ball is before calling 3 seconds and be definite that the offensive player has been in key 3 seconds.
13. Use deadball situations to warn a player or coach about their conduct. If it is necessary to stop the play to address then a technical foul must be called.
14. Do not allow coaches to:
  - use gestures that create attention
  - constantly complain
  - try to intimidate you
  - harass you
15. Confirm that it is a team's 5th foul and it is indeed penalty before reporting penalty.
16. Ensure that your signals are clear to scorer, slow down as necessary.
17. Work as a team with your partner, cooperate with each other and make eye contact before putting the ball into play.
18. Keep moving as play dictates. Adjust positioning as necessary when the ball moves.

# Final Words

Officiating requires instantaneous decisions. Strive for perfection but understand that ‘No official is perfect’.

Work to understand the motivations, temperament and performance of the players and coaches and work towards reasonable cooperation. Have an:

- awareness of the game
- understanding of what the coaches and players are trying to do tactically
- understanding of the pressures and frustrations of playing and coaching

Officials have to maintain constant concentration throughout the game. Be aware of, recognize and deal with the possible effects of fatigue as the game progresses.

Officiating is being in the right place at the right time to make the right call. There is a high correlation between the position of an official and the accuracy of their decisions.

Consistency is key to proper officiating, call the same play the same way regardless of the time in the game or other pressures.

The best officials;

- maintain game control; are firm, decisive and resolute in the task
- have a thorough understanding and feel for the game
- have an easy authority
- have a rapport with the players and coaches
- stay calm and composed no matter what the situation
- have good powers of observation
- maintain a high level of physical and psychological preparation

Officiating isn't easy but it is challenging and rewarding. Get out there and enjoy it.

# Appendix 1 - CABO Mechanics Reminders

Referee does not blow his or her whistle:

- prior to entering the circle to toss the opening jump ball
- prior to handing the ball to the thrower-in for the start of any period or extra period
- prior to putting the ball into play, following a time-out

The official shall use one of the three following stop clock signals ... open hand, closed fist or two thumbs up on all calls

After the Scorer notifies an official that a time-out has been requested, the official shall immediately blow the whistle and give the time-out signal to officially begin the one minute time-out.

After the 50 second horn sounds signifying that there is 10 seconds remaining for the time-out, the calling official shall immediately blow the whistle to inform the teams that play is about resume.

When the Scorer blows the horn to inform the official that a substitution has been requested, the nearest official shall blow the whistle and give the substitution signal to the entering player(s). During each dead ball period, only one whistle is required for all subs.

During all free throw attempts:

- Lead shall set up off the floor just outside the edge of the backboard
- Trail shall display the proper free throw signals until the ball is released by the free thrower. Do not drop the signal(s) until the ball is in the air.
- there shall not be any visually counts.

Hand, toss or bounce the ball to the thrower-in. Bounce passes shall only be used when an official needs to create space to view the action in his/her coverage area. Bounce passes shall not be used as a convenience.

On all disallowed scores, the ensuing throw-in shall be administered at the free throw line extended.

At the end of any period or extra period, the covering official shall immediately blow the whistle when the period ending horn is sounded to inform all players to stop playing.

Whenever a shot clock violation occurs, with the horn sounding followed by ball not hitting the rim on a try, the ensuing throw-in shall be at the nearest spot out-of-bounds closest to where the player was last in control of the ball.



# Appendix 2 - Instructions To Shot Clock Operators and Officials

## PRIOR TO THE GAME

Shot clock operator and officials should:

- introduce themselves
- have a pre-game meeting to review duties
- ensure familiarity with clock
- verify its operation

## STARTING/RE-STARTING SHOT CLOCK

Start a new shot clock when a team establishes a new team control of a live ball on the playing court.

Start the shot clock on a throw-in when the ball touches or is legally touched by any player on the playing court.

**Whenever a team that has control of the ball is given a throw-in as a result of:**

- foul or violation (not for the ball having gone out-of-bounds by the team not in control of the ball),
- game being stopped because of an action not connected with the team in control of the ball,
- game being stopped because of an action not connected with either team,

**And the throw-in in their backcourt:**

- the twenty-four (24) second clock shall be reset to twenty-four (24) seconds.

**If the throw-in is in the frontcourt:**

- and fourteen (14) seconds or more are displayed on the twenty-four (24) second clock the shot clock is not reset and left with the time remaining
- and thirteen (13) seconds or less are displayed on the twenty-four (24) second clock then it is reset to fourteen (14) seconds

**The shot clock is stopped and reset to twenty-four (24) seconds, with no display visible, when:**

- ball legally enters the basket
- ball touches the ring of the opponents' basket (unless the ball lodges between the ring and the backboard).
- a team is awarded a backcourt throw-in or free throw(s).
- the team in control of the ball commits an infraction of the rules.

**The shot clock is stopped, but not reset, when the same team that previously in control is awarded a throw-in as a result of:**

- the ball having gone out-of-bounds.
- a player of the same team having been injured.
- a jump ball situation.
- a double foul.
- cancellation of equal penalties against the teams.

**The shot clock is switched off when:**

- a team gains a new team control with fewer than twenty-four (24) seconds remaining on the game clock in any period, or
- if the shot clock is supposed to be reset to fourteen (14) seconds in the frontcourt and there are less than fourteen (14) seconds remaining on the game clock in any period

## **NOTES**

- the mere touching of the ball by an opponent does not start a new twenty-four (24) second period if the same team remains in control of the ball.
- if the officials judge that the opponents are disadvantaged by the game stopping by an action not attributable to them, then the shot clock is not reset and continues from where it was stopped.
- the twenty-four (24) second clock signal does not stop the game clock, the game, nor cause the ball to become dead, unless a team is in a control of the ball.
- if the twenty-four (24) second clock signal sounds in error it is disregarded unless the officials judge that a team in control has been placed at a disadvantage; if so, the game is stopped, the clock corrected and the team that was in control is awarded possession

## Practical Advise To Shot Clock Operator

- if in doubt, don't reset
- don't reset after a whistle until officials have finished any communication on floor and/or to table
- get in the habit of taking a mental note of the time showing on the shot clock (and game clock if/as possible) before you reset it (in case a correction is needed)
- pay attention to whether in your judgment, a shot was released before the signal sounds or not (there may be a case the officials consult with you such as loud gym and inaudible signal)

## Practical Advise To Officials

Although Trail has primary responsibility for the shot clock, each official should work at creating good game awareness and definite knowledge of game metrics (score, time, fouls, possession arrow and shot clock).

- note game time and shot clock time during dead ball periods
  - asap aafter a whistle
  - before making the ball live
- work at being proficient at being aware and gaining that definite knowledge by taking looks, monitoring and verifying as possible during live ball
  - shot clock has been started
  - shot clock has not been reset in error if there is a loose ball, shot barely misses the rim or other circumstance that an erroneous reset might happen
  - shot clock is reset upon a new team control
- disregard the signal if the opponents will gain immediate and clear control of ball
- officials have to consider advantage and disadvantage in adjudicating shot clock corrections; when to interrupt game and what the correction may be
- ensuing throw-in after a shot clock violation is at the nearest spot out-of-bounds to where the game was stopped by the officials; if the horn sounds with ball in air and it misses the rim the spot is then nearest to where the attempt was made



**Violation**



**Reset**