

CYBA Referees Manual 2016-2017



"We should have asserted control early on. They've been jawing at each other all game long. It was bound to turn violent."

PREPARATION AND PRINCIPLES FOR OFFICIATING

Complete knowledge of the rules is essential. There is no substitute for rules study. The rules should be reviewed well before the opening of the season, and this study should be continued up to the final game. Knowing all phases of the rules at the end of the season is no guarantee that it will carry over to the next season. Discussion of situations in small groups is effective.

Good officiating mechanics and techniques will be promoted by frequent study of this manual. Knowing and maintaining correct positions on the court is important in administering the rules.

The general conduct and character of an official should be such as to inspire respect and admiration among those with whom he/she comes in contact. Officials should not comment or make predictions relative to games or have improper associations at the game site. Never discuss the play or players of an opponent with any coach.

Cooperation: Each official must give full cooperation to coworkers. Neither official is limited to calling fouls or violations in their own area of the court. Each official should call fouls wherever they occur and be prepared to help the other official at all times.

Signals as outlined in this manual and the rules book are to be used exclusively. Signaling is an essential aspect of officiating and, through its use, decisions and information are relayed to players, coaches and spectators. These official signals are dignified, informative and meaningful. Poorly executed and unorthodox signals only tend to confuse. The manner in which a signal is given determines, to some degree, its acceptance by those associated with the game. Precisely executed clear signals establish the understanding that the officials are in complete charge with the game properly under their control.

Personality: The same personality attributes which go to make up a successful supervisor or director is applicable to officiating. Conscientious attention to detail, alertness, firmness and quick reactions are items which must be cultivated. An apologetic attitude while making decisions creates lack of confidence.

Physical Condition: Basketball requires a well-conditioned body and an alert mind. A physical examination should be taken at the start of each season and after any illness which might occur during a season. Unless an official is in good physical condition, reaction time and the ability to concentrate in making decisions will be less than satisfactory.

Players' welfare: Officials should be alert constantly to the possibility of player injury. Injured players should be attended to as outlined in the rules. In all situations, the welfare of an injured player has the highest priority.

Proper court coverage requires a good system of mechanics to ensure the officials will be at the proper place on the court at all times. The movements must be such that the official is constantly in position to observe any action which falls under his/her jurisdiction. An official not in the proper position on the court has committed the "unpardonable sin" of officiating. The official must be proficient in good officiating mechanics.

PROCEDURES FOR TWO OFFICIALS

Arrive at the game site in advance of the scheduled starting time. Report to the proper athletic administrator. Tardiness, without cause, is inexcusable. Early arrival permits you to dress leisurely and to relax after the trip.

The pregame conference is a must. The meeting affords an opportunity for the officials to develop confidence in each other. Having a pregame conference does not guarantee a well-officiated game, but it does go a long way toward insuring a smooth running game.

Timing Counts:

1. Three or Five seconds - in lane - (no visible count)
2. Five seconds - throw-in and closely-guarded
3. Ten seconds - backcourt, free thrower

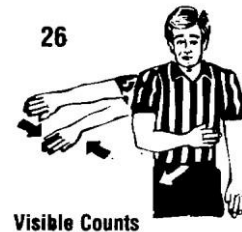
Closely-guarded:

1. Guarding position - distance 6'
2. Backcourt - no count
3. Separate counts – holding, dribbling, holding

Tempo of Game:

1. Keep it clean
2. Hand checking
3. Post play. rebounding
4. Roughness. intimidation

Avoid unnecessary visiting with spectators, coaches, etc., following introductions.



The Referee - Pregame Duties:

- Review the cheat sheet and rules to ensure understanding of division specific rules for the games you are refereeing
- Reset game clock and ensure score sheet correct
- Understand team rosters and how that will affect playing time
- Inspect baskets, boundaries, placement of crowd to ensure everything is good before the game
- Visually count the number of players on the visiting team and secure similar information from the umpire regarding the home team and verify with scorebook
- Check uniforms and numbers and other apparel for legality
- Resolve any player wearing jewelry, an elbow, hand, finger, wrist or arm guard, cast or brace made of hard and unyielding leather, plaster, metal or any other hard substance, even though covered with a soft padding.

Pre-game Conference - Introductions, any special ground rules, and any unusual conditions should be communicated by the referee to the head coaches during the pre-game conference at an appropriate time.

END OF FIRST HALF

- Check with scorers and settle any problems with fouls, the score, etc.
- Confer with scorer to determine which team will have the possession arrow to start the second half and have the arrow pointed in the proper direction.
- Referee should arrange with the timer to have the teams and the officials notified one minute before time to start the second half
- Check to ensure proper substitutions/ playing time
- Inform the coaches as to which team will have possession for the throw-in to start the third quarter.

END OF REGULATION

- Check score sheet for accuracy
- Officials should neither avoid nor seek to contact coaches.
- Avoid any complaints, etc. Direct the coach, player or parent to the Division Director
- Report any irregularity or flagrant situation to CYBA Director of Officials as soon as possible.
- If game goes to overtime, ensure that all parties (referees, score keeper, coaches) are communicated the rules (E.g. 4 minute overtime, 1 time out each, stop clock last minute) and overtime is started with a jump ball

UNUSUAL SITUATIONS OR CONFERENCES

If conditions warrant a conference, both coaches should be involved in the discussion. Both coaches should also be present for any discussion involving correctable errors and mistakes in timing, scoring or alternating possession.

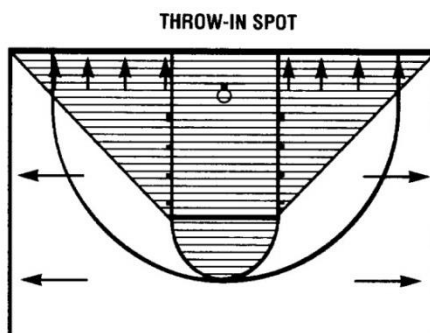
SUBSTITUTIONS

CYBA Substitutions not due to injury are only allowed in the 4th quarter and in overtime.

- Before putting the ball in play the official with the ball should glance at the table to see if any substitute has reported and is ready to enter. If the substitute is ready, beckon the substitute to enter.
- Officials shall count the players prior to putting the ball in play.
- If the substitute enters with the intention of replacing a designated jumper or free thrower, send the substitute to the table to wait for the next dead ball (which could be following a successful last free throw).

THROW –IN SPOT

The throw-in spot is the nearest spot out of bounds from where the violation or foul occurred. If no free throws are attempted or a throw-in follows a personal foul, the diagram is used to determine whether a spot on the end line or sideline is to be designated.



Court Coverage - Two Officials

BASIC PRINCIPLES

Proper officiating mechanics are essential in attaining the very best court coverage. Many officials who know the rules well may fail to be accepted chiefly because their mechanics are poor. When two officials use proper mechanics, it is almost impossible for a play to occur without one of them being in a good position to see all of the play clearly. Good mechanics for play coverage must be mastered if the officials are to be successful.

The Lead official normally is ahead of the ball on all plays. The Trail official is behind the ball on all plays.

Each official covers the sideline and the end line nearest to him or her. Ordinarily, each official remains at all times in the area for which he/she is responsible. If possible, the Lead official should work from 4 to 6 feet off the end line.

Both officials are responsible for the administration of the five-second count when a closely guarded player in the frontcourt holds or dribbles the ball in his/her primary area. Both officials are responsible for calling the three/ five second lane violation, although the Lead official has primary responsibility. A visible count must be used on all time-limit situations, except for the free-throw lane three/five second situation.

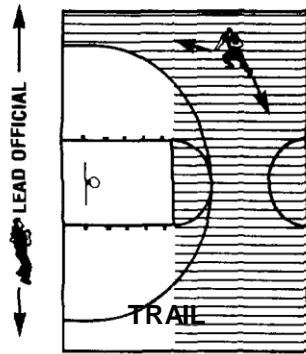
The Lead official is primarily responsible for play under the basket. In moving down the court, the Lead official should look over the inside shoulder and never turn his/her back on the play. The Lead official shall also take a position to assist the Trail official when a pressing defense is being used. The officials should not be directly opposite each other as they move up and down the court.

The Trail official:

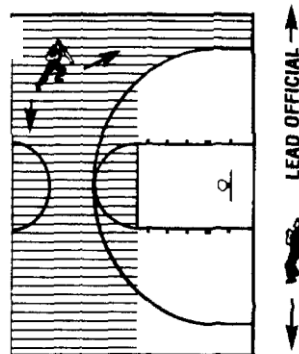
- Has the responsibility of covering the backcourt and the outer part of the frontcourt
- Should be prepared to work a wide arc dictated by ball movement
- Observes the flight of the ball on a try and calls backcourt and division-line violations
- Responsible for giving the official signal for a three-point try and successful three-point goal
- Normally responsible for giving the five-second count when a player who is closely guarded is holding or dribbling in the frontcourt.

PRIMARY COVERAGE AREAS

Lead shall work
4-6' off baseline
where possible

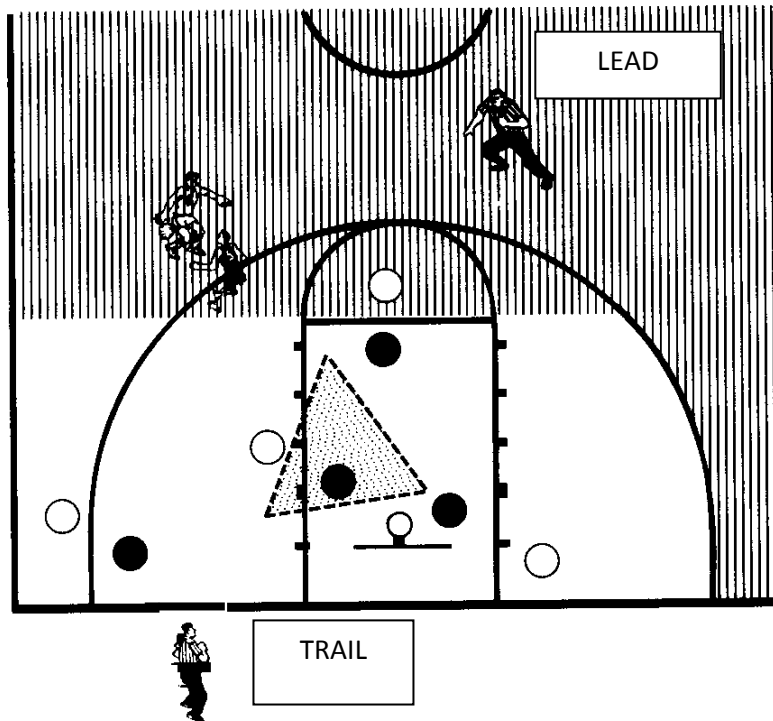


TRAIL works
from the top of
the circle to the

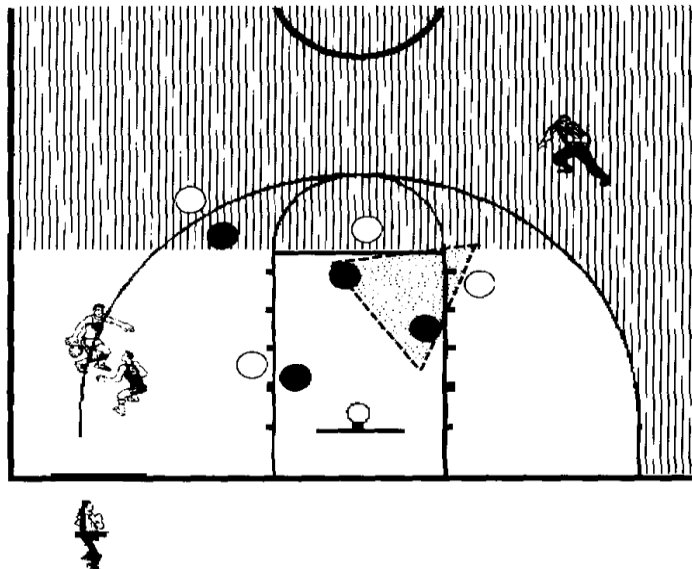


The frontcourt is divided into two areas of primary responsibility.

- The Lead official has primary responsibility for all action in the unshaded area.
- The Trail official has primary responsibility for all action in the shaded area.
- A narrow band of transition area exists where the two primary areas meet, and one official's primary responsibility ends while it begins for the other.
- Even though both officials have primary areas of responsibility, each shall call any infraction which is detected.
- The jump ball, throw-ins and free throws dictate officiating positions.



Lead official obtains 45° angle and is looking through the triangle to concentrate on action away from the ball. The triangle moves as the action moves. Trail official covers a three-point try from this area.



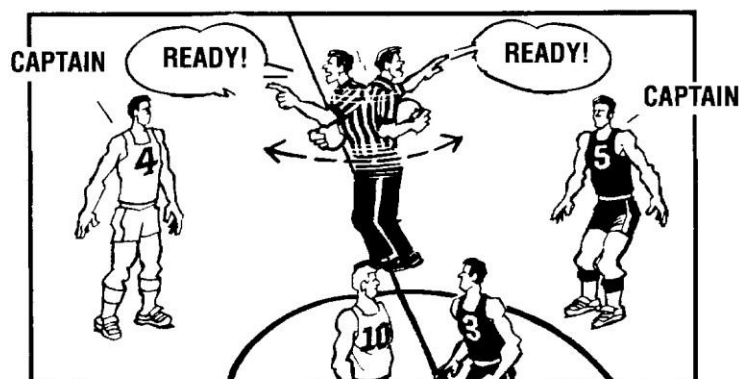
The lead official moves to a position to get the three-point line covered when the ball is in this area. The Trail official positions to cover the significant action off the ball through the triangle

Basic Procedures and Mechanics

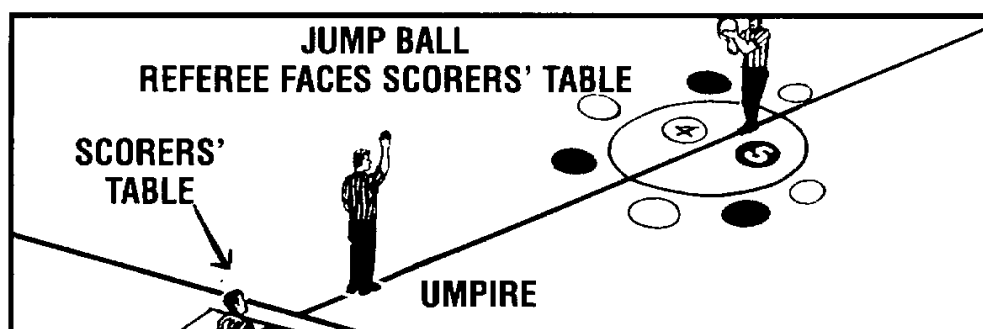
Two Officials

JUMP BALL

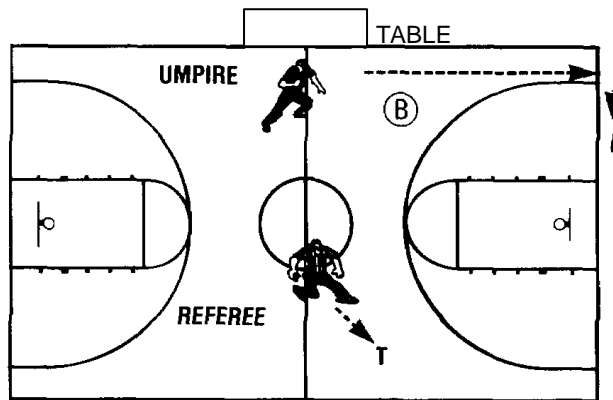
Officials must notify teams that play is about to begin. The jump ball will always take place in the center restraining circle. Both officials have responsibility to count the players of both teams.



The Referee shall face the table and toss the ball for every jump-ball situation. The whistle shall be sounded prior to the toss to inform the players and table officials that play is about to begin. The Referee should then remove the whistle from his/her mouth before the toss. The Referee shall remain stationary after making the toss until the Umpire has committed him/herself, and then assume the proper position. The Referee is primarily responsible for action of the jumpers. The umpire is responsible for the 8 non-jumpers. After the jump ball, the score keeper will document on the score sheet the proper setting for alternate possession.



The toss should be straight and at a right angle to the floor. The correct height is slightly higher than either player can jump. Officials should practice the toss prior to and during the season by tossing the ball so that it reaches approximate basket height. Officials differ in their ability to toss the ball with one or both hands. Each Referee should use the type best suited to his/her natural movements. If the toss is poor, either official shall sound the whistle immediately, signal the clock should not start and order a rejump.



The Umpire will take a position at the side of the court facing the Referee. Do not block the scorers' and timers' view of the Referee. The Umpire is responsible for the action of the nonjumpers. Use the start clock signal when the ball is legally touched. The Umpire will go in the direction of the ball. If the team gains possession of the ball in their backcourt, the Umpire will assume the Trail position. If the team gains possession of the ball in their frontcourt, the Umpire will assume the Lead official's position.

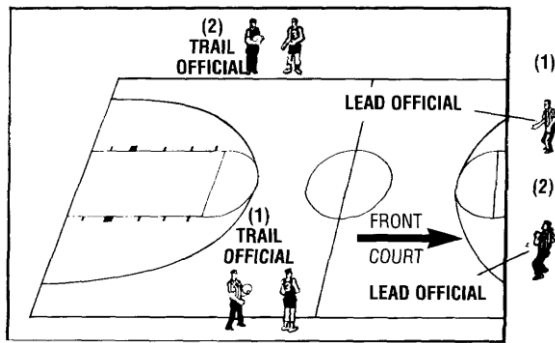
Once control and the direction of play have been determined, each official is primarily responsible for his/her particular area. Each official covers the sideline and the end line nearest to him or her. Ordinarily, each official remains at all times in the area for which he/she is responsible. The Lead official will work from 4 to 6 feet off the end line if possible, between the lane line extended and 3-point arc.

After the toss, the Referee should hold his/her position for an instant and attempt to avoid being caught in the subsequent activity.

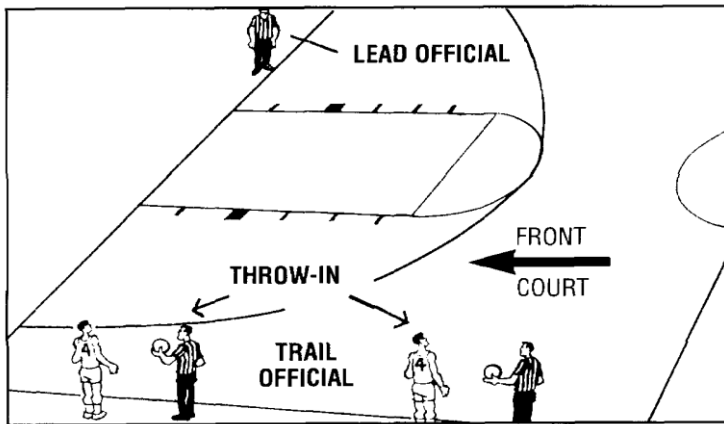
THROW-IN

The alternating-possession throw-in to start the second, third and fourth quarters shall be administered by the Referee at the division line opposite the table. Indicate color and direction, designate the throw-in spot, sound the whistle to alert players that play is about to begin, and place the ball at the thrower's disposal. For the alternating-possession procedure in other situations, the official responsible for the line shall administer the throw-in.

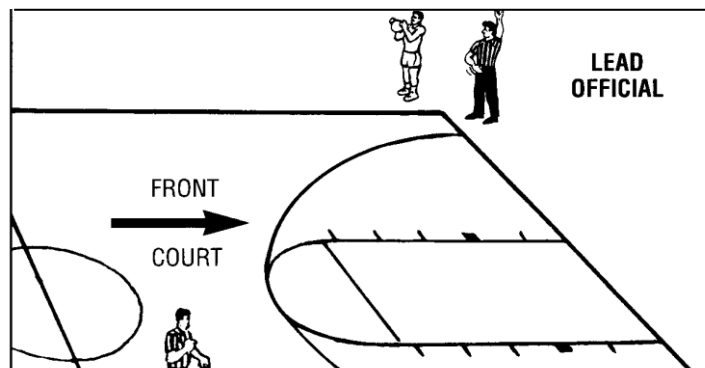
Other throw-in situations: All throw-ins on either end line shall be made with the administering official outside the thrower. The Trail official shall handle the administration of the out-of-bounds throw-in in the backcourt. Should the defense press, the Lead official will position according to location of players and may start in backcourt and move as play dictates. The official not administering the throw-in shall use the "boxing-in" principle, which places one official on each side of the thrower on opposite sides. The administering official should make eye contact with his/her partner before handing the ball to the thrower.



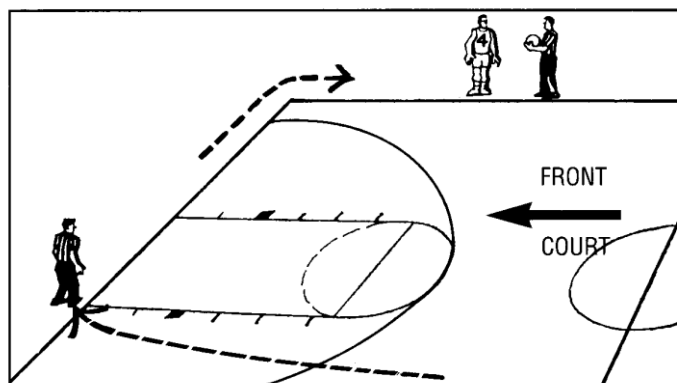
Trail official administers all throw-ins in the backcourt,. Trail official holds the ball until the Lead official is down court and across so that both sidelines, the end line and the division line can be adequately covered. Exception is during press where lead official should not be more than a half court length away from the inbound pass.



Trail official administers the throw-in on the sideline in the frontcourt to the left. The officials are using the "boxing-in" method. One official is on each side of the thrower and they have both sidelines, end line and division line covered.



Lead official administers the throw-in on the sideline for which he/she is responsible. The same procedure is used on the opposite sideline.



Lead official administers the throw-in on the sideline for which he/she is responsible. If the designated spot for the throw-in is above the free-throw line extended, the Lead official administering the throw-in will now become the new Trail. The original Trail now becomes the new lead. The same procedure is used on the opposite side.

- Advise player to "hold your spot" or "you can move" (if after a made basket)
- Eye contact with other official and scorekeeper if following a stopped clock, do not start until everyone is ready
- Ensure safe zone established (1st-4th grades) and defenders are not beyond line
- It is NOT a violation if the inbound pass is from the front court and received in the back court

FOULS

It is imperative that a proper mechanics be used when a foul occurs. The following duties should be performed in the order listed by the calling official:

- Inform the timer and alerts the scorer by sounding the whistle with a sharp blast while raising one hand, fist clenched, straight and high above the head.
- After a slight delay, extend the other hand, palm down toward the fouling player's hips.
- While holding the foul signal, move near the fouling player, stop and verbally inform the player that he/she fouled by stating the shirt color and number.
- Lower the foul signal and only indicate the nature of the foul by giving a preliminary signal,
- Verbally give free-throw shooter's number to the shooter and to the other official. Visually give the number of free throws to the free official.
- Indicate the throw-in spot if a throw-in will follow.
- If a goal has been scored*, signal to count as soon as it is legally scored.
- If the ball goes in the basket, it is the responsibility of the free official to communicate to the calling official "the ball went in."

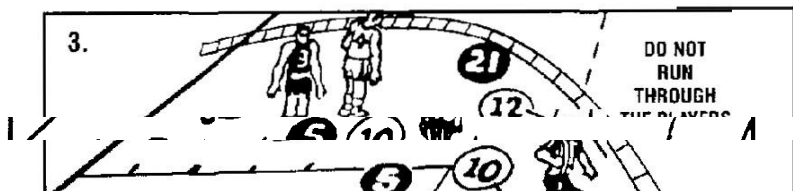
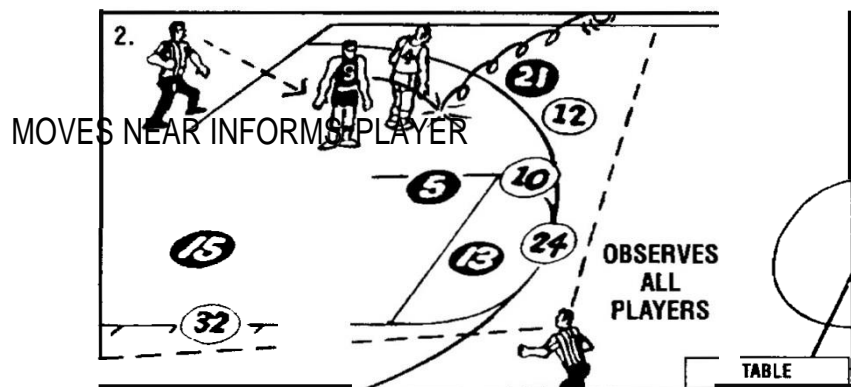
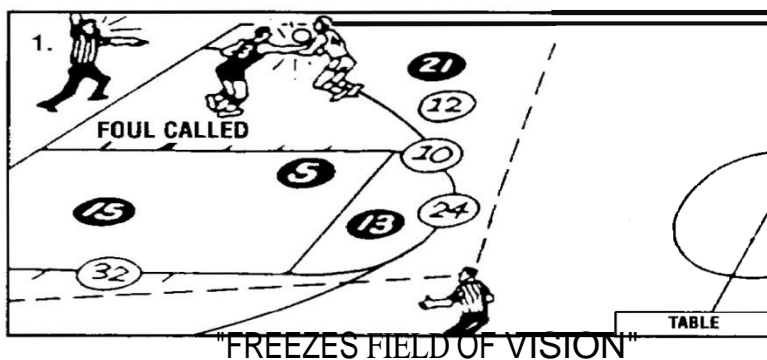
The calling official informs the scorer by proceeding quickly to the reporting area:

- Once in position the official will come to a complete stop before communicating with the score keeper
- Slowly state the color of the shirt and the playing number of the player who fouled. Also with a hand signal, indicate the number of the player who fouled.
- The visual signal indicating the nature of the foul is then given.
- If free throws are to be attempted, indicate the number of throws awarded

The free official should secure the ball and freeze his/her field of vision on all the players until the calling official has reported the foul and turns away from the table. Following the report, the free official then proceeds to the proper position for the free throw or the throw-in. Have proper free thrower on the line if a free throw(s) follows. The two officials should never turn their backs on the players at the same time. The players should be under complete supervision at all times. This can best be accomplished by moving around the perimeter of the players and not between them.

The officials shall always change positions after each foul is called. The "free" official is responsible to force the change of positions **prior to** putting the ball in play.

The scorer will notify the nearer official when the offending player's team commits its seventh foul and 10th in each half. The administering official will indicate that the bonus free-throw provision (one- and-one or two free throws) is then in effect.



- Intentional fouls are 2 shots and the ball at the spot of the foul
- Double fouls – No free throws
- For free throws, the lane spaces closest to the shooter are no longer used. A maximum of four defense and 2 offense can line up during a free-throw shot
- **Calling Official:**
 - Blow sharp whistle and give signal at spot of foul

- Communicate call and ball status at the spot to everyone
- Ensure partner knows the call (shooting foul, on the ground, etc)
- Report foul to scorer's table
- **Free Official: On partner's call**
 - Move in then freeze – Calm any tempers and stroke egos as necessary
 - For 1st / 2nd grade divisions, secure the ball immediately
 - Switch positions with other referee (if you were the trail you are now the lead)
 - Help in getting player shooting FT's
 - Get players ready "set the table"

FREE THROW

In administering the first free throw the referee that did NOT call the foul will become the lead official and administer the free throws:

- a. Quickly informs players where to stand and gets them into position
- b. Sees that the lane spaces are properly occupied.
- c. Inform players of the number of free throws to be attempted, both verbally and by a one-hand signal. (one, two or three shots) or by one finger of each hand for the one and one situation.
- d. Hand/place the ball to the free thrower
- e. Do not turn back on players while taking your position.
- f. While backing out, signal the number of free throws, then drop your arm(s).
- g. Take position just behind the free throw line extended (do not stand in front of shooter)
- h. Observe the top three spaces on the opposite lane line for any violations.
- i. Observe free thrower for violations and flight of ball.
- j. After free thrower releases the ball, move forward to the most advantageous position to observe players on the far free throw lane line.

The referee making the foul call will become the trail official and will:

- a. Help with getting players positioned once foul is communicated to scorer's table
- b. Check position of the free thrower feet.
- c. Note whether the ball goes through the basket or misses the ring
- d. Watch the top three spaces on opposite sides for lane violations and give the appropriate signal immediately when Team B violates.
- e. If the free throw is unsuccessful, use signal to start the clock if the ball is to remain alive.

No free throw(s) shall be attempted after time has expired for the fourth quarter or any extra period, unless the point(s) would affect the outcome of the game.

VIOLATION

When a violation is observed by an official, good mechanics must be followed:

- a. Give a single sharp blast of your whistle and fully extend one arm above the head with fingers extended to stop the clock.
- b. Move toward the area of the violation, stop and signal the nature of the violation.
- c. Do not turn your back when indicating directions.
- d. Point in the direction of the throw-in team's basket and call out their shirt color.
- e. Indicate the throw-in spot.
- f. Make eye contact with your partner prior to placing the ball at the disposal of the thrower. Designate the throw-in spot. Hand the ball to the thrower-in.
- g. Be sure both teams understand to whom the ball has been awarded.
- h. After your partner is in position, place the ball at the thrower's disposal and start the throw-in count.

For a free-throw violation by the free thrower or a teammate, follow the same procedure as for a floor violation if no other free throw is to follow. The spot of the throw-in will normally be on the end line as that is the nearest spot out of bounds.

For a free-throw violation by the defensive team, give the appropriate signal but do not sound the whistle before the free throw has ended. If the free throw is successful, ignore the violation. If the throw is not successful, award a substitute free throw. If this substitute throw is for the first throw of a one-and-one bonus penalty and is successful, it will be followed by the extra throw.

TIME-OUTS

If a player or head coach requests a time-out while the ball is live, ignore it if the ball is in control of an opponent or not in control of either team. No time-out may be granted during an interrupted dribble. The opponents may not be granted a time-out once the throw-in begins or after the ball is at the disposal of the thrower or after it is at the free-thrower's disposal.

Sound your whistle while giving the clock-stopping signal. Within the reporting area, give the appropriate time-out signal, verbally indicate the team color. Notify the coach as to how many time outs they have remaining.

During any time-out interval the officials should remain in good posture and be alert. The official who administers the succeeding throw-in should take the ball where it is to be put in play, and indicate the direction of play.

At the warning signal to end the time-out, the officials will move from their time-out positions to their proper positions to resume play. Officials shall see that each team has five players on the court. The official responsible for putting the ball in play shall be responsible for counting the players on both teams. The administering official shall sound his/her whistle following a time-out to indicate play is ready to resume. Signal when the clock is to start.

During the intermission between quarters (first and second, third and fourth), a Referee shall take a position with the ball at the division line on the sideline opposite the bench indicating the direction of play with the placement of the ball. The other referee shall take their position in the front court as the lead official. There should be no visiting unless it is to confer about a game situation. The officials are responsible for counting the players on each team. On a throw-in following a time-out, the administering official shall sound the whistle prior to handing the ball to the thrower to indicate that play is about to begin.

If a player is injured, an officials' time-out shall be declared when necessary to protect the player. In this situation, the bench should be beckoned immediately. If the bench is not beckoned and an apparently injured player is ready to resume play immediately (within a few seconds), he/she may remain in the game and play shall be resumed as quickly as possible.

The game officials shall determine if a player is rendered apparently unconscious. The injured player must leave the game and may not return to participate in the game unless written authorization is provided by a physician. Do not touch the player If a player is apparently bleeding, has an open wound, an excessive amount of blood on the uniform or has blood on their person, he/she shall be directed to leave the game and may not re-enter until after the clock has started and a substitution opportunity occurs.

Reminders: After the free thrower has the ball, he/she, a teammate or head coach may request and be granted a time-out, but the opponent cannot. After a successful free throw or field goal, any player or head coach may request time-out. However, once the ball is at the disposal of the thrower on a throw-in or the free thrower, it is too late for the opponents to be granted a time-out. If an official erroneously grants a time-out request, it is not a team infraction. Allow the team the full time and charge it to them. A request for an excess time-out shall be granted, but it is penalized with a technical foul. The official may suspend play to permit a player to correct or replace displaced eyeglasses or lens.

THREE-POINT TRY

- a. When a three-point attempt is anticipated, the official should adjust position to enable him/her to clearly judge the attempt.
- b. For a successful three-point field goal, the shooter must have been airborne from behind the line or have his/her foot or feet on the floor behind or outside the three-point line when the shot is attempted. Touching the line, or inside it, places the shooter in the two-point area.
- c. When a player attempts a three-point field goal, the official whose area the player is in will signal by extending one arm at head level with three fingers extended.
- d. If the three-point attempt is successful, the covering official will signal by fully extending both arms over head with palms facing each other. When the Trail official signals a successful three-point attempt, the Lead official shall mirror the signal. When the Lead official signals a successful three-point attempt, the Trail official shall mirror the signal. **NOTE:** Do not turn back on players and court when signaling!

RULING ON LAST-SECOND SHOT

The Trail official is primarily responsible for making the call on any last second shot. If there appears to be any irregularity at the table, the signal and decision should be delayed for a conference.

COUNTING SITUATIONS:

- Backcourt 10 second count
 - Only in effect when ball in backcourt
 - This is a visible count
 - Count ends when ball and player crosses half-court line, ball touches the front court or other team gains control
- Closely guarded 5 second count (for 1st / 2nd grades not violation but encourage them to do something)
 - Occurs when a player is holding/ dribbling the ball in front court without making a basketball move and is closely guarded within 6 feet
 - Initiate count if closely guarded in your coverage area
 - This is a visible count and Stay with count until it ends
 - Count ends when ball handler makes basketball move
 - Player closely guarded with ball allowed 4 seconds hold – 4 seconds dribble – 4 seconds old
- 5 second Throw in count ends with ball being released
- 3/5 seconds in key ends when shot is taken (this is not a visible count)

WHISTLES

- Always blow a sharp whistle
- Double/ Simultaneous whistles – Understand if you are making the same call or not
 - If same call – lead official makes call
 - If not same call – get together away from players and coaches and discuss
- Do not mimic partner's whistle

PRESS

- Know the division rules and anticipate when a press could occur (always, last 2 minutes, never)
- Know what defense is allowed per the league rules (younger divisions still require man to man and no trapping during press time)
- Officials should not be more than a half court away from each other
- Lead needs to hustle for long passes to ensure they are ahead of the play