



NCAA WOMEN'S BASKETBALL GAMES MANAGEMENT/OFFICIATING POLICIES & PRACTICES

This document was created to develop and implement a “best practices” games management/game officials program, which will outline standardized procedures, policies and practices for game officials and game management personnel. Those *italicized* items are playing rules and can be referenced in the NCAA Women’s Basketball Playing Rules Book.

A. FACILITIES:

1. **Playing Court**

- a. Court markings. Division line, center circle, lower defensive box, restricted arc, tick marks and lane lines must be clearly visible.
- b. Coaching box. Measured 28 feet from the end line toward the division line, must be a 3-foot line extending onto the court in one direction and another 3-foot line extending off the court at the same location.
- c. Scorer’s table. An ‘X’ or NCAA logo must be located at the division line in front of the scorer’s table.

2. **Timing Devices**

- a. Game clocks. All game clocks must display tenths-of-a-second. There must be either a red light visible through the 18”x 24” rectangle on the backboard or LED lights placed around the backboard.
- b. Shot clocks. All shot clocks must be mounted and recessed on backboard supports. LED lights located around shot clocks can only be activated when the shot clock expires. They cannot be activated when the game clock expires.
- c. Stopwatch. A digital stopwatch must be provided for the official timer and placed so that it can be seen by the timer and shot-clock operator. This device must be a stand alone stopwatch and not any other type of device (e.g., mobile phone, wristwatch, computer, etc.) that has a stopwatch function.
- d. Alternate timing devices. An alternate game-clock, shot-clock timing device and scoring display must be available in the event of a malfunction.
- e. Timing system/packs. Timing packs should have new batteries and be tested prior to each contest.

3. **Courtside Replay Monitor**

- a. The courtside replay monitor must be located within approximately 3 to 12 feet of the playing court on a courtside table. If on the scorer’s table, the monitor should be in a neutral location and not placed in such a way to benefit either team.
- b. NCAA Men’ Women’s Basketball Monitor Rules and Guidelines – Rule 11.

4. Videoboard(s)

- a. Only one replay at regular speed is permitted when a play involves an official's decision or a controversial judgment ruling. All other plays may have multiple replays, unless conference policy dictates otherwise.
- b. In the event game officials utilize the courtside replay monitor, the in-house feed to the videoboard will stop immediately.

5. Officials' Locker Room(s)

- a. Separate facilities for male and female officials or private area within a single locker room.
- b. Only authorized personnel are permitted in the officials' locker room.
- c. Soap/towels.
- d. Drinking water.
- e. Secured room and ability to secure valuables.
- f. Working showers.
- g. Athletic training modalities (e.g., hydroculator, ice/bags).
- h. Game video and playback capability provided immediately following the game (e.g., DVD, flash drive, other electronic devices).

B. FACILITY PERSONNEL:

1. Security

- a. Uniformed police officers are preferred, but uniformed arena/facility personnel are acceptable.
- b. Uniformed security should be located outside/near the officials' locker room while it is occupied by the game officials.
- c. The game officials shall be escorted to/from the court prior to the game, at halftime and after the game.
- d. Uniformed security shall be located in the vicinity of each team's bench.
- e. The officials shall also be escorted to their respective vehicles after the contest.

2. Scorer's Table Personnel

- a. The table crew should meet with the game officials in the officials' locker room 45 minutes prior to the scheduled starting time.
- b. The preferred scorer's table seating configuration is as follows (facing table, from left to right): public-address announcer|official scorer (located at X with striped shirt)|scoreboard/official timer|scoreboard operator|shot-clock operator. Officials should be notified when specific facility needs/limitations prevent this configuration.
- c. The official scorebook must remain at the scorer's table throughout contest.
- d. The official scorer should be available to receive the names of team members and the designated starters before the 10-minute mark prior to the start of the game.
- e. The official scorer notifies an official when any change is made to the scorebook from 10 minutes prior to the start of the game until the end of the game.
- f. The official scorer notifies an official when a team takes its final timeout or an excessive timeout.
- g. The official scorer is to record the game time when the official signals the scorer to do so. The signal from the official is the twirl of the index finger while pointing toward the table.
- h. Refer to Appendix A – Table Crew Reference Sheet.

3. Game Officials Liaison

- a. A liaison shall be designated for the game officials and shall greet the officials upon their arrival.
- b. Provide instruction/location during contest for assistance with emergency/unusual situations.
- c. Identify the location of security and where to enter and leave the court.
- d. Provide information regarding entertainment/presentation planned for halftime/timeouts.
- e. Inform officials regarding available sports medicine services.
- f. Deliver game fee payment (if paid on site).
- g. Provide a timing sheet.
- h. Provide information regarding replay monitors.
- i. Inform officials when table crew will arrive.

- j. Notify officials when to arrive on the court at start of the game and at halftime.
- k. Provide officials with a copy of the game (e.g., DVD, flash drive, or electronic devices) for officials' game review.

4. Sports Medicine/Medical Staff

- a. Provide general modalities before and after the game.
- b. Be attentive to an accident/incident during the contest and provide medical assistance, if necessary.

5. Public-Address Announcer

- a. The names of the officials shall not be announced.
- b. The announcer will make public announcements related to game situations as instructed by the referee.
- c. If there is an incident (e.g., monitor review, flagrant foul(s), fight, ejection, unusual delay, etc.), the announcer will wait for final information/instructions from the referee before making any public announcement.
- d. Team introductions.
 - 1) The National Anthem will be played for all games when the game clock goes to 0:00 and the horn sounds, unless conference policy dictates otherwise. At that time, the teams will line up on the free-throw line extended in front of the respective team bench and face the American flag.
 - 2) At the conclusion of the National Anthem, the teams will face each other and walk to mid-court to shake hands. As soon as the teams return to their bench area, the public-address announcer should begin introductions of the starting lineups, beginning with the visiting team, unless conference policy dictates otherwise.
 - 3) Players shall not shake hands with the officials, unless conference policy dictates otherwise.

6. Pool Reporter

- a. If there are questions from the media, one pool reporter shall be identified and permitted into the officials' locker room escorted by the sports information director from the host institution.
- b. The referee shall serve as the spokesperson for the officiating crew and shall only answer questions related to playing rules and the adjudication of rules. The referee shall not answer questions involving judgment.

- c. Following the referee's explanation, the host institution's sports information director shall prepare the statement and distribute to media in the postgame news conference and media workroom.

C. GAME OFFICIALS' PROTOCOL:

1. Arrival

- a. Game officials shall arrive at least 90 minutes prior to the scheduled game time and shall be greeted by the officials' liaison. If an institutional representative has not met the officials upon entering, the officials shall notify game management of their arrival.
- b. If a pregame timing sheet is not made available, the officials shall request one.

2. Table Crew Meeting

- a. The officiating crew shall meet with the table crew (e.g., official scorer, timer and shot-clock operator) in the officials' locker room 45 minutes prior to the contest.
- b. If applicable, the timeout coordinator (TOC) and replay technician(RT) shall also attend this meeting and coordinate a conference with the Referee and the television producer.

3. Jurisdiction

- a. NCAA women's basketball officials are required to be on the court 15 minutes prior to the start of the game (jurisdiction begins). Two officials may leave the court after the 10-minute mark and return by the 3-minute mark prior to the game. One official must remain on the court during this timeframe.
- b. Officials' jurisdiction ends and the final score is approved when all three officials leave the visual confines of the playing area at the end of the game.

4. On-Court Responsibilities

- a. Officials will meet with team captains with approximately 14:30 remaining on the clock prior to the game. The referee (lead official) will then proceed to the scorer's table to check the scorebook.
- b. During halftime, officials shall return from the locker room to the court with three minutes remaining on the clock.

D. GAME MANAGEMENT :

1. Pre-Event Informational Packet

- a. Each official should receive an informational email from the host institution indicating the competing teams, starting time and any additional information necessary for proper and adequate preparation by the officiating crew.

- b. Each official should receive the name and location of the institutional representative responsible for meeting and assisting the officiating crew.

2. Pregame Timing Sheet

- a. The officiating crew should receive a "timing sheet" 90 minutes prior to the contest.
- b. The pregame timing sheet shall include: home and visiting teams, when the scoreboard clock begins, when the national anthem will be played, when the horn will sound to clear the court for player introductions, game officials, timeout format and halftime activities.

3. Cheerleaders/Band/On-Court Entertainment.

- a. Cheerleaders and band members shall remain in their assigned areas and must comport themselves appropriately.
- b. Cheerleaders are responsible for keeping the court clear of debris from props.
- c. On-court entertainment during timeouts shall not engage or approach the game officials.