



## 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 38 feet from the end line toward the division line, must be a 2-foot line extending off the court and perpendicular to the sideline.
- c. Bench area line. Measured 28 feet from the end line toward the division line, must be a 3-foot line extending onto the playing court in one direction and another 3-foot line extending off the court.
- d. 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.

**4. Basket attendants**

- a. In the event that the net wraps around the basket ring or becomes tangled in another fashion, there should be an attendant at each basket with a device capable of untangling the net, but only when play moves away from that basket and towards the other end of the playing court.



**APPENDIX A - NCAA WOMEN'S BASKETBALL  
TABLE CREW REFERENCE SHEET**

**GAME ADMINISTRATION**

**Game administration shall make available an individual at each basket with a device capable of untangling the net when necessary. The individual must ensure that play has clearly moved away from the affected basket before going onto the playing court.**

**SCORER**

**It is strongly recommended that the scorer be present at the table with no less than 15 minutes remaining on the pregame clock.**

**Signals**

1. For a team's fifth foul, the scorer will display two fingers and verbally state the team is in the bonus. The public-address announcer is not to announce the number of team fouls beyond the fifth team foul.
2. in a game with replay equipment, record the time on the game clock when the official signals for reviewing a two- or three-point goal.
3. For a disqualified player, the scorer will inform the officials as soon as possible by displaying five fingers with an open hand and verbally state that this is the fifth foul on the number of the disqualified player.

**GAME CLOCK TIMER**

**TIMER** must:

1. Confirm with the officials that the game clock is operating properly, which includes displaying tenths-of-a-second under one minute, the horn is operating and the red/LED lights are functioning. These tests are to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.
2. Not sound the horn at the media-timeout mark unless the officials fail to recognize the media-timeout window.
3. Not to sound the horn for a disqualified player until the reporting official notifies the timer to start the clock for the disqualified player.
4. Have a digital stopwatch available (may not be a cell phone) to time the length of timeouts, the intermission following the first and third periods, any injury/blood, or displaced lens situation. The game clock may not be used to track time during any of these situations.
5. Notify the official of any timing mistake or malfunction of the timing device.

**START** the clock when an official signals that an inbound player touches the ball during:

1. The jump ball.
2. Any throw-in after the ball has been released by the thrower-in.
3. An unsuccessful free throw that will remain live.

**STOP** the game clock when:

1. An official's whistle sounds.
2. A goal is successful (clears the bottom of the net) in the last 59.9 seconds of the fourth and all extra periods.

**SOUND A WARNING HORN** 15 seconds before time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player
2. The 15-second time limit to replace a disqualified or injured player.
3. Intermission.
4. Any timeout.

**SOUND A FINAL HORN** when time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified or injured player.
3. Intermission.
4. Any timeout.

***For more information on duties of the timer, see Rule 2-10. When the Precision Timing System is used, the timer is still required to start and stop the game clock by rule.***

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### **ALTERNATING-POSSESSION ARROW**

**SET** arrow to start the game or any extra period when:

1. A team obtains the initial possession/control of the ball.
2. After a violation or non-personal foul, the ball is placed at the disposal of the thrower-in.
3. After a personal foul, the ball is placed at the disposal of the thrower-in or free throw shooter.

**SWITCH** arrow when:

1. A throw-in ends (an inbounds player legally touches the ball on throw-in).
2. The throw-in team violates (example: thrower-in steps over the boundary line).

**DO NOT SWITCH** arrow when:

1. A team fouls on an alternating-possession throw-in.
2. Ball is intentionally kicked or fisted during an alternating-possession throw-in.

***For more information on the alternating possession procedure, see Rules 6-3 and 6-4***

### **SHOT CLOCK OPERATOR**

**SHOT-CLOCK OPERATOR must:**

1. Confirm that the shot clocks are operating properly, which includes the horn sounding at zero and the red lights connected to the game clock do **NOT** engage at zero on the shot clock. This test is to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.

**START** shot clock when:

1. A team gains possession on a:
  - a. Rebound.

- b. Jump ball.
  - c. Loose ball after a rebound or jump ball
2. An official signals that an inbounds player legally touches the ball on a throw-in.

**STOP** shot clock when an official's whistle sounds.

**FULL RESET** when:

1. There is a change of possession with a new team in control.
2. There is a single personal foul.
3. Opponents commit fouls which stop play and one foul is unsportsmanlike or disqualifying.
4. There is a single technical foul on the defensive team.
5. A try/shot (not a pass) hits the rim or flange then a team possesses the ball.
6. There is a violation (except a kicking or fisting violation).
7. There is an inadvertent whistle with no team control.

**RESET to 15 seconds** when there is an intentionally kicked or fisted ball with 14 seconds or less on the shot clock.

**NO RESET** when:

1. The offense retains possession after the following:
  - a. A held ball.
  - b. An out-of-bounds violation.
2. There is an intentionally kicked or fisted ball with 15 seconds or more on the shot clock.
3. There is an injured player.
4. There is a timeout.
5. A double foul occurs, or opponents commit fouls of equal gravity
6. There is a technical foul on the offensive team.
7. There is an inadvertent whistle with team control.

**ALLOW shot clock to run:**

1. During loose ball situations.
2. During a try for goal.

**TURN OFF** shot clock when there is a reset situation and there is less than 30 seconds remaining on the game clock.

***For more information on duties of the shot clock operator, see Rule 2-11.***

**MEDIA TIMEOUT (See Rule 5-14.10 for timeout rules)**

1. Media timeouts are permitted in any game.
2. The media-timeout format includes one scheduled media timeout at or below the 5-minute mark in each period.
3. A team-called timeout called before the 5-minute mark or anytime at or under the mark when there has been no other whistle, will become the media timeout in that period.
4. The first team-called timeout of the second half will become the electronic-media timeout. This does not replace the 5-minute media timeout in that period.



5. The official will give the media timeout signal regardless of what kind of timeout is being requested. Following the media timeout signal, the official will then report to the scorer whether the timeout is charged as a 30- or full timeout depending on what the coach requested. Teams are charged with what they request even when that timeout becomes a media timeout.
6. The intermission between the first and second periods and between the third and fourth periods may be used as an electronic-media timeout (per the media agreement).

**Example 1:**

1st Period:	2 <sup>nd</sup> Period:
<ul style="list-style-type: none"> <li>• 6:30- team calls a TO                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:30- team calls timeout creating first stoppage at or under 5-min.                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs                             <ul style="list-style-type: none"> <li>• Not a media timeout</li> </ul> </li> </ul>	

**Example 2:**

3 <sup>rd</sup> Period:	4th Period:
<ul style="list-style-type: none"> <li>• 6:30- team calls a timeout (first team-called timeout in second half)                             <ul style="list-style-type: none"> <li>• Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 7:30- team calls timeout (first team-called timeout in 4<sup>th</sup> period)                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00 mark                             <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>

**Example 3:**

3 <sup>rd</sup> Period:	4 <sup>th</sup> Period:
<ul style="list-style-type: none"> <li>• 8:00- team calls a timeout (first team-called timeout in second half)                             <ul style="list-style-type: none"> <li>• Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 7:30- team calls a timeout (first team-called timeout in 4<sup>th</sup> period)                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 6:30- team calls a timeout                             <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00                             <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing first clock stoppage at or under 5:00 mark                             <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>	