Thanks to CAOA for allowing the use of this pregame form.

### GENERAL
- Had either team?
- Unusual plays or situations?
- Questions?

### ARRIVAL ON THE FLOOR
- **U1** – Home team, count players, observes toss and jumpers, chops clock, coaches in box to start
- **U2** – Visiting team, count players, responsible for eight non-jumpers & the toss
- Captains at 12:00 minute mark. Check book at 10:00. Greet coaches at 1:30 mark.
- **Pregame with Scorer & Timer:** Review AP arrow; verify numbers in book; go over bonus & double bonus situations; no subs after 1st horn; we will always wait for 2nd horn before resuming play; replacing an injured and/or disqualified player procedure; make eye contact with official when reporting fouls

### BE CONSISTENT
- **Match-up Calls at Both Ends:** Be aware of what our partners have just called or just passed on. If we make a call at one end, look for it at the other. Like plays deserve like calls.
- **Block / Charge:** Be consistent. Officiate ahead of the play. Officiate the defense. Know how the player(s) got to the floor. We can have two whistles but do not give preliminary signal.
- **Post Play:** Clean it up early. Try to talk to players then blow the whistle. Officiate hands, hooking, using elbows, knee in butt, displacement, verticality.
- **Handchecking:** Officiate posts the same as you would guards (locked elbow, two hands). Be patient; let the play finish.
- **Screening:** Ensure screens are legal: within/outside field of vision. Cannot initiate contact. Sell all off-ball calls.
- **Bench Decorum:** Talk first, then technical. Automatic if out of the box yelling at you or questioning your integrity. Other bench personal (besides head coach) must be seated.

### COURT COVERAGE
- **General:** Primary position, line responsibility (full court, half-court, transition), primary floor coverage, off ball coverage, stay with shooter. Press situations & coverage (in backcourt divide court ½ & ½; once inbounded T is primary. C must help across the entire court. C has baseline to baseline in transition.
- **Trust:** Stay in your primary, and trust your partners to officiate in their own primary (unless it is an obvious call or a call to save the crew).
- **Rotations:** L will most often initiate rotations. C may initiate a rotation, especially if there is pressure near the division line. Look over your shoulder in transition after the shot. If rotation is not recognized, T should fill a spot.
- **Trail:**
  - Officiate waist below (traveling calls) when ball is in post in L’s primary.
  - Divide court coverage 2/3 & 1/3 in frontcourt. Stay with your visible counts and not closely guarded signal. Clearly communicate these with C.
  - Handle all throw-ins on sidelines.
  - Close down on shots. Stay on three-point shots & shooters. Rebounding responsibilities.
  - Come up the floor slightly behind the dribbler and officiate ahead of the play.
  - In transition, be aware of players still on the floor. Don’t leave them alone. Partners must recognize and adjust.
- **Center:**
  - Strong C is crucial to the crew’s success.
  - Divide court coverage 2/3 & 1/3 in frontcourt. Stay with your visible counts and not closely guarded signal. Clearly communicate these with T.
  - Great look at curl plays, verticality, high screens.
  - If drive to basket originates from C, C must take it all the way to the hoop.
  - Be ready to help T at the division line (traps, over-and-back, block/charge across court).
  - Close down on shots. Stay on three-point shots & shooters. Rebounding responsibilities.
  - After a make, stay to help with the press.
  - If rotation is late and you don’t recognize, you must still become new L.
  - Stay with the passer on a “pass & crash.” If there is a double whistle, communicate before making a call.
LEAD:
- Always be on ball side. Recognize offensive patterns & go strong side.
- Know when to close down and when to stay wide. Stay wide on shots.
- Help on fast break 3’s, only giving preliminary signal.
- Run up court officiating over your shoulder for possible quick steal and lay-up.
- Fill lane spaces on shooting fouls.

ALL:
- Angles: move to get a good look (between the defensive and offensive player).
- Block / Charge: if the play is in the paint coming to L, L should take it (unless L hasn’t gotten to ball-side). C must still officiate the play, and can have a whistle, just delay any preliminary signal.
- Changing a call you must be 100% positive. 3 to 2 or 2 to 3, reversing an out of bounds call.
- Free throw coverage: L has responsibility for all spaces on opposite lane side & the first lane space on near side; C has opposite line and the shooter.
- Know the status of the ball (team control & double foul situations) & identify the shooter.
- Call your own line(s); we should only have 1 whistle.
- If help is needed on an out of bounds call, make eye contact and verbalize for help. The helping official must sell the call; no discussion.
- Transition calls on L / T sideline may have 2 whistles. New L has call in front court; new T has call in back court. Communicate and be ready to help each other.

GOOD COMMUNICATION
- Calling official is responsible for identifying the shooter, let somebody know who it is before you leave the scene. Non-calling official can help by communicating (verbally or visually) to partner he has the shooter. If calling official doesn’t signal, nearest official verbally let them know ball went in.
- Give preliminary signal. Indicate shooting foul or designated spot out of bounds.
- If any warnings have been given to players or coaches make sure the crew knows.
- Signal under a minute (or if possession changes). Last second shot from opposite table.
- In back court, C will beckon subs into the game; in the front court, T will beckon subs into the game.
- After a shooting foul, new T will take care of substitutes (and disqualification procedure). Only one traffic cop holding a stop sign.
- Closely guarded counts up top in the half-court set.

MISCELLANEOUS
- Basket Interference / Goal Tending: C & T are primary (opposite side official will have best angle). If it trips your trigger, get it.
- Good “Visible” Counts: Make sure counts (backcourt, three seconds, closely guarded) are for the full time allowed.
- Double Whistles: Third official must help with fouler, shooter, shot went in or not. Be alert during these situations.
- Held Balls: Assume the worst. One or two officials need to quickly get in the middle of it. Off official stay back, observe action and then get the arrow direction.
- Possession Arrow: T is responsible for ensuring that it is changed when needed, but it’s everyone’s responsibility.

TIME-OUTS
- Positions: one official with the ball at the spot where play will resume, the other two officials are on blocks for fulls & top of key for 30’s. Observe teams moving to/from huddles.
- Three (3) full and two (2) 30-second time-outs (can be requested at any time by any player on the court or the head coach).
- Do not grant time out until injured, disqualified or substituted players have been replaced.
- Do not report time out until crew has communicated location (spot or run) of inbounds or foul shooter & number of free throws.
- Do not relay time-outs to the official nearest to the scorer’s table.
- Get full or 30 signal from coach. Communicate to partners, opposing team, and then table.
- Visually indicate to timer when to start all time-outs.
- After warning horn (1st horn); step in and beckon team to come out, then proceed to position(s) for resuming play.
- Wait for 2nd horn to resume play; for a team not coming out to resume play, get concurrence from partners before placing ball on the floor.
Be ready from the opening tip. Work especially hard the first two and last five minutes.

Rotate away from coaches who are angry (if possible) during time outs, etc. Remember, address only questions. “Silence is never misquoted!”

Communicate with players and coaches. If you need to speak with a coach, don’t go often and don’t stay long!

Be aware of game time, clock starting & stopping, end of quarter. If clock corrections are necessary, go through the R.

Know Time, Score, Situation.

Preventative Officiating: Try to talk to players (palming, screens, post-play, 3-seconds, disconcertion, etc.)

End of the Game Situation: Give the defense a chance to steal the ball before a quick whistle, and be aware of intentional fouls. Know if the team needs a 2 or a 3. Be aware of the bench requesting a time-out.

Sportsmanship: Assume the worst. Watch taunting and baiting situations. Confront immediately.

Disqualification Procedure: The new table side official shall:
   1) notify his/her partners (who should then notify the disqualified player)
   2) inform the coach, and then
   3) request the timer to begin the 20-second replacement interval.

The officials not administering the disqualification should assume proper positioning for the subsequent throw-in or free throw. The official administering the disqualification should take a position on the division line half way between the center circle and the sideline nearer the table to administer the substitution.

Technical Foul Procedure: Communicate with crew. Know what has happened and what needs to be done. Shots must be taken in correct order. Calling official becomes C during shots and administers throw-in at half-court to resume play. Communicate to the head coach if he/she has lost his coaching box privilege.

Injured Player: Don’t start until injured player is cleared from the court; 20 seconds to replace with a warning horn 15 seconds before the expiration of the time out.

Dead Ball: Keep officiating! Usually “bad” things happen during dead ball situations. Watch players and be alert!

Judgment: When in doubt, don’t. If you are not sure about a call, don’t make it.

Be professional! Stay calm and business-like. Maintain composure while those around us lose theirs!

Work to get good angles. See the whole play: anticipate the play…not the call.

Patient whistle. Let them play if we can but know when we have to tighten it up.

We are all equal. Trust your partners. Officiate your primary. Call the obvious; avoid “marginal” calls.

Focus, work hard, and have fun!