



2024-25 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, outlining 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. All court markings must be clearly visible.
- b. Coaching box. Measured 38 feet from the end line toward the division line, a 2-foot line must extend off the court and perpendicular to the sideline.
- c. Bench area line. Measured 28 feet from the end line toward the division line, a 3-foot line must extend onto the playing court in one direction, and another 3-foot line must extend 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. Either a red light visible through the 18”x 24” rectangle on the backboard or LED lights placed around the backboard activate when the game clock expires.
- b. Shot clocks. All shot clocks must be mounted and recessed on backboard supports. LED lights around shot clocks and/or an amber strip on the backboard 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 the timer and shot-clock operator can see it. This device must be a stand-alone stopwatch and not any other device (e.g., mobile phone, wristwatch, computer, etc.) with a stopwatch function.
- d. Alternate timing devices. In the event of a malfunction, an alternate game clock, shot-clock timing device, and scoring display must be available.
- e. Timing system/packs. Timing packs should have new batteries and be tested before each contest.

3. Courtside Replay

- a. The courtside replay system must be located on a courtside table within approximately 3 to 12 feet of the playing court. If on the scorer’s table, the replay must be in a neutral location and not placed in such a way as to benefit either team.
- b. NCAA Women’s Basketball Replay 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. If 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., hydrocollator, ice/bags)
- h. Game video and playback capability provided immediately following the game (e.g., flash drive or 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 the game officials occupy it.
- c. The game officials shall be escorted to/from the court prior to, at halftime, and after the game.
- d. Uniformed security shall be located near 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 at a mutually agreed-upon time and location, ideally before the 15-minute mark on the pre-game clock.
- b. The preferred scorer's table seating configuration is as follows (facing the 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 the contest.*
- d. The official scorer should be available to receive the names of team members and the designated starters before the 10-minute mark before the start of the game.
- e. *The official scorer notifies an official when any change is made to the scorebook from 10 minutes before the game's start until the end.*
- f. *The official scorer notifies an official when a team takes its final timeout or an excessive timeout.*
- g. *The official scorer will 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 the 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 the table crew will arrive.

- j. Notify officials when to arrive on the court at the start of the game and halftime.
- k. Provide officials with a copy of the game (e.g., 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 when 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., replay review, intentional or disqualifying foul(s), fight, ejection, unusual delay, etc.), the announcer will wait for any 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) After the National Anthem, **the teams will face each other and it is optional for them to walk to mid-court to shake hands.** As soon as the teams return to their bench area, the public-address announcer should begin introducing 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 the media has questions, 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 rule adjudication. The referee shall not answer questions involving judgment.
- c. Following the referee's explanation, the host institution's sports information director prepares the statement and distributes it to the media at the postgame news conference and media workroom.

C. GAME OFFICIALS' PROTOCOL:

1. Arrival

- a. Game officials shall arrive at least 90 minutes before the scheduled game time and 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 pregame conference should be held at a mutually agreeable time and location after the table crew arrives on-site. A conference policy can establish this time. Ideally, this conference will occur

before the 15-minute mark on the pre-game clock. Ample time should be allowed to cover new rules and other pertinent game information.

- 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. At least one official shall arrive on the floor 15 minutes before the start of the game, and at least one official must remain on the floor once jurisdiction begins as long as there is a team member (bench personnel who are in uniform and eligible to become a player) on the court. Regardless of whether team members are present, all officials must return to the court with three minutes remaining on the game clock.
- b. The 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. Pre-game, the referee or designated official will check the replay system to confirm it is in working order and to become familiar with the system and its features.
- b. Officials will meet with team captains at approximately 14:30 on the pregame clock. The referee (lead official) will then proceed to the scorer's table to check the scorebook.
- c. 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 the officiating crew to properly and adequately prepare.
- 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 before the contest.
- b. The pregame timing sheet shall include the following: (1) home and visiting teams, (2) when the scoreboard clock will start to count down the warm-up period before the game, (3) when the national anthem will be played, (4) when the horn will sound to clear the court for player introductions, (5) game officials, (6) timeout format, and (7) halftime activities.

3. Cheerleaders/Band/On-Court Entertainment.

- a. Cheerleaders and band members shall remain in their assigned areas (not to be located between the end line and the restraining line when the ball is live) 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. If the net wraps around the basket ring or becomes tangled in another fashion, an attendant should be 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.

5. Game Equipment

- a. Backboard stanchion arms with LED signage must remain static (the message on the signage must not change) unless play is stopped for a timeout or intermission. Officials have the authority to turn off the signage for noncompliance.