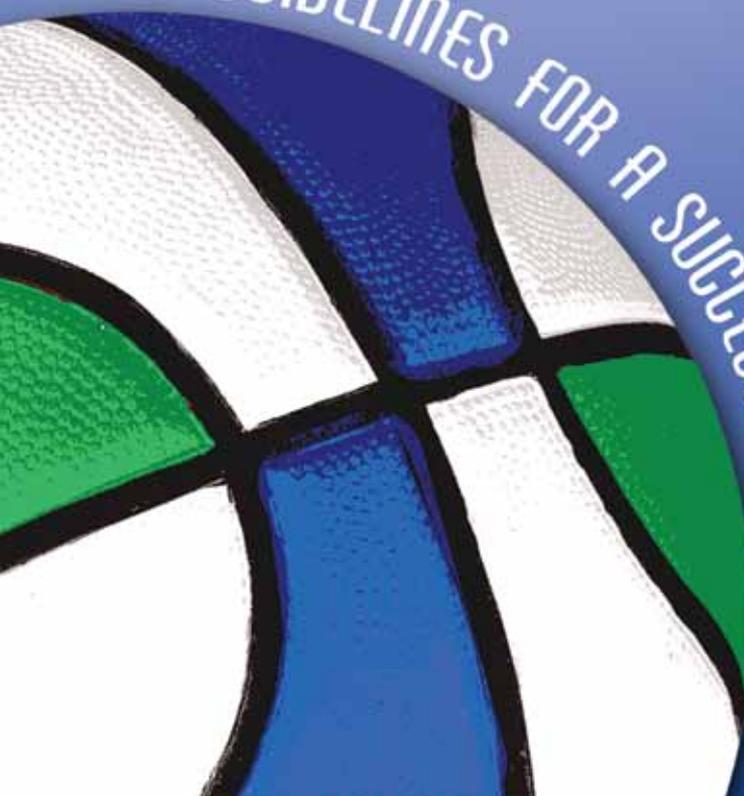




REFEREE MANUAL

GUIDELINES FOR A SUCCESSFUL SEASON

A close-up, partial view of a basketball in the bottom left corner. The basketball has white, blue, and green panels with black lines. The texture of the ball is visible.

National Junior Basketball Referee Manual

Table of Contents

I. **Mechanics**

Referee Signals
Basic Court Coverage
Positioning / Throw-in / Making the Call
“Off the Ball Coverage”
Procedure during Free Throws
Mechanics Checklist

II. **Points of emphasis**

Coach and Bench Decorum
Taunting and Bating
Charging and Blocking
Traveling

III. **Philosophy**

Ten rules for Referees
50 thoughts
Success / The Winner
Six qualities of a Great Referee
Recognizing a Good Referee
Professionalism
Checklist
Referee Tips
Injury Prevention

IV. **Administrative Information**

Polices & Procedures (*Official Blue Card*)
Ejection Procedure
Coaches Ejection Report
Rating System
Referee Coordinators – Chapters by District

Mechanics

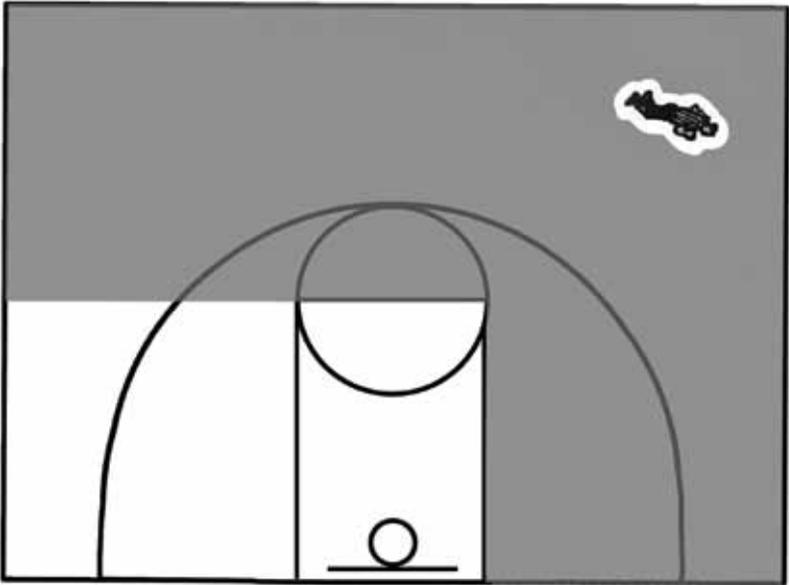


NFHS OFFICIAL BASKETBALL SIGNALS

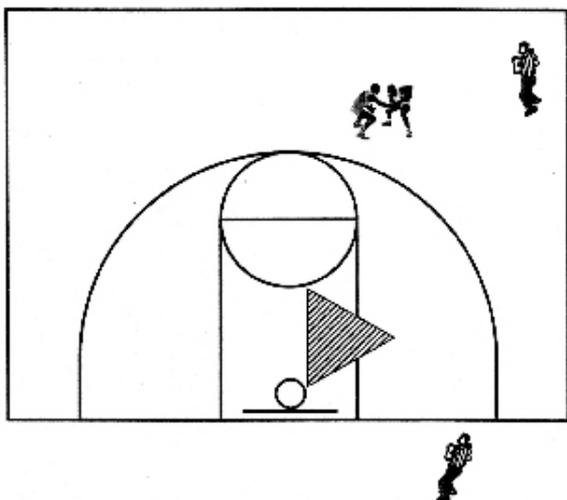
START CLOCK 1 Start clock	STOP CLOCK 2 Stop clock	2 + 60-second timeout Place fingertips & thumbs of both hands together in front of chest & spread hand out to shoulder width	3A 30-second timeout	3B 30-second timeout	4 Stop clock for jump/held ball	5 Stop clock for foul	6 Beacon substitution ball dead-clock stopped		
FOULS									
5 +	7 Technical foul	8 Blocking	9 Holding	10 Hand check	11 Pushing or charging	12 Illegal use of hand	13 Player-control foul	14 Intentional foul	15 Double foul

VIOLATIONS									
2 +	16 Traveling	17 Illegal dribble	18 3-second violation * Open hand - run end line	19 Over and back or palming/carrying the ball	20 5 or 10-second violation Use both hands for 10	21 Free throw, designated spot, or other violation	22 Excessively swinging arm(s)/elbow(s)	24 +	25 &
INFORMATION									
23 Visible counts	24 Directional signal	25 Throw-in, free throw or designated spot	26 No score	27 Goal counts or is awarded	28 Point(s) scored use 1 or 2 fingers after signal 27	29 Bonus free throw for 2nd throw, drop one arm - for 2 throws, use 1 arm with 2 fingers - for three throws, use 1 arm with 3 fingers	30 Withheld whistle on a lane violation by defensive team	31 3-point field goal Attempt and if successful	

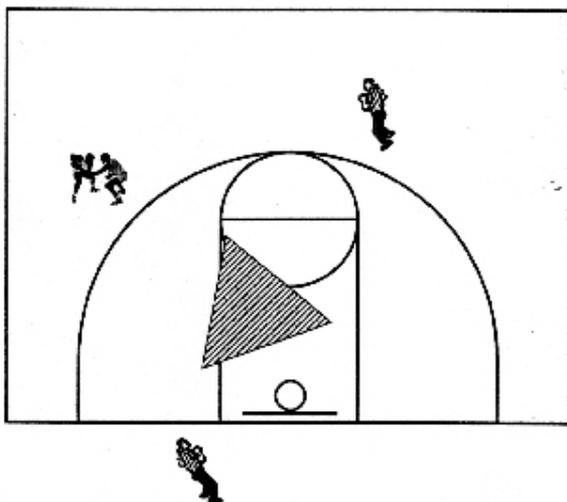
BASIC COURT COVERAGE



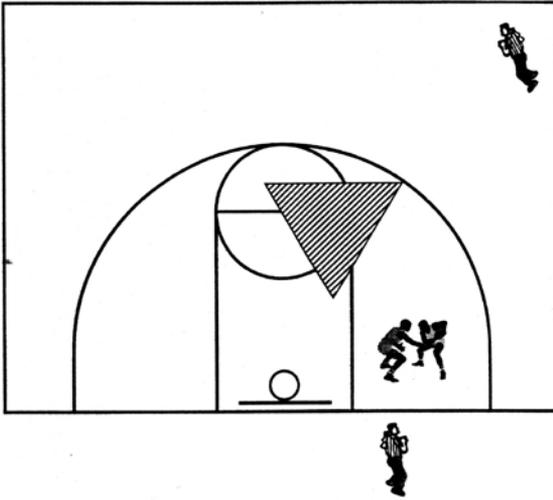
The frontcourt is divided into two areas of primary responsibility. The lead referee has primary responsibility for all action in the unshaded area. The trail referee has primary responsibility for all action in the shaded area. A narrow band of transition area exists where the two primary areas meet, and one referee's primary responsibility ends while it begins for the other. Even though both referees have primary areas of responsibility, each shall call any infraction, which is detected.



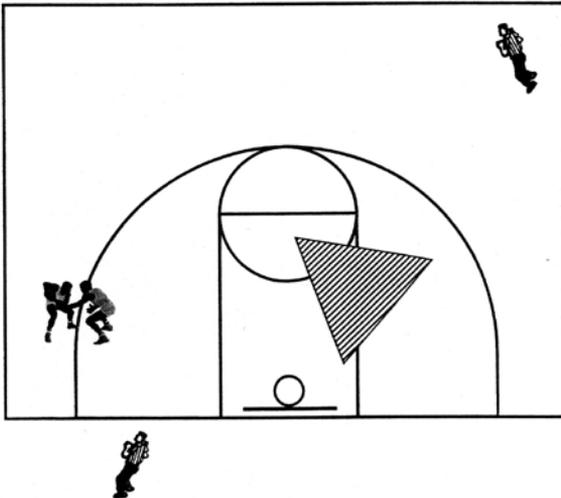
The lead referee is looking through the triangle to concentrate on action away from the ball. The triangle moves as the action moves.



The trail must work hard to cover a 3-point try from this area. The lead is well off the end line and focuses on the area off the ball.



The lead referee has the ball while the trail sights through the triangle for good coverage off the ball.



The lead moves to a position to get the 3-point line covered when the ball is in the area. The trail position is to cover the significant action off the ball through the triangle.

POSITIONING

A. **Lead:** Stay on baseline as deep as possible, and move with the ball to cover area. End line and sideline closest to you are your responsibility for out of bounds calls. Lead stays opposite the trail to keep players “boxed in”. Lead usually does not look up at the rim or follow the ball on a shot. Major concerns should be screens, post play, rebounds, lane play and shooter when in your area.

B. **Trail:** Works generally from about 3 feet above top of key on side of court to center circle adjusting their position with the ball. Half court and sideline closest to you are trail’s responsibility. Trail covers the ball coming up the floor in the back court (10 second count), has closely guarded counts in the front court, has to cover three-point try, watch shooter and follow the ball looking for goaltending or basket interference, and help with lane play and rebounds especially over-the-back calls. The trail also has the say on a last second shot.

Move up and down the floor with the ball staying out the way but being in good enough position to see the play correctly. Try to look through players instead of getting pinned behind them. Generally, the volleyball sideline is a good reference for going up and down the floor. Change places with your partner on every foul call but not out of bounds calls or time-outs.

THROW-IN

A. The administering referee checks with partner to make sure they are ready before handing the ball to the thrower. Put one hand straight up to chop the clock. The other hand has a visible five-second count. Chop the clock when a player on the floor touches the ball. Things to look for on a throw-in are the defender coming through the plane or the offense moving from the throw-in spot when it’s not allowed. Also try to pick up any illegal activity on the floor. If back court, start a 10 second count and stay with the ball up the floor.

B. The off referee positions and looks for anything illegal on the throw-in play. Depending upon where the ball comes in will dictate where to go. Always keep players “boxed in” and in position to cover lines and ahead of the play.

MAKING THE CALL

- A. Blow the whistle and raise your hand simultaneously. A closed fist for a foul. An open hand for anything else (i.e., a violation, time-out, out of bounds, etc.)
- B. Follow whistle with appropriate hand signal (check rule book for signals).
- C. Communicate any needed information with your partner, and go to the table or get the ball back into play (i.e., who fouled, where to take ball out from).

“OFF THE BALL COVERAGE”

(By Bobby Scott, Supervisor of Officials, Missouri Valley Conference)

It is the consensus that the weakest coverage (and play) in basketball is **away** from or “Off” the ball. This is the least glamorous aspect for both referees and players and without constant concentration the desired results are not produced.

Players who have no problem exhibiting great skill while passing, dribbling or shooting the ball seem to lose motivation and enthusiasm when operating, offensively **away** from the ball.

The overriding temptation is to become a spectator, watching all the action around the ball, forgetting this other extremely important phase of playing and officiating.

Experienced referees know that “off-ball” coverage is not a hopeless predicament. They recognize the necessity for full court coverage and play, during the pre-game conference, methods for sharing full coverage “on” and “off” the ball at all times.

Normally, the **lead** referee, working the baseline in the frontcourt, should concentrate on the action near the ball, or forepart of the frontcourt. The **trail** referee, in this example, working outside and slightly behind the players in the mid-court area, should concentrate on the players near their position and **away** from the ball.

Conversely, if the ball is located in the mid-court area, the **trail** referee should concentrate on the action near the ball, while the **lead** referee should study the players near their position in the forepart of the frontcourt and **away** from the ball.

This is not to imply that either referee is limited to calling infraction in only their “zone” or “area”, “sectionizing” the work to where indecision would prevail throughout the contest, each waiting for the other to make those tough calls occurring between their position. A referee must make the call, regardless of where it occurs, whenever they observe an infraction. Failure to do so will, most likely, place one team at disadvantage not intended by the rules.

Certainly, there are times when the referees will have an overlapping of responsibilities and share a call, observing the same situation. During these instances, the experienced referee farthest from the play will concede the call to the closest referee (visually). All recognize that the nearer the referee is to the play, the more likely they are to make the correct ruling, provided they have taken a position that enables them to observe **between** the players involved.

When an unusually high number of “shared” calls occur while working on a two-man crew, quite likely both referees are watching the same thing and very poor coverage “of” the ball exists.

One refereeing responsibility which makes “off-ball” coverage difficult is when the referee accountable for the primary coverage away from the ball must quickly “pick up” the call from the referee nearest to the ball because of some unforeseen emergency—perhaps a sudden loss of position or action occurring elsewhere which momentarily distracts his attention. This happens to all

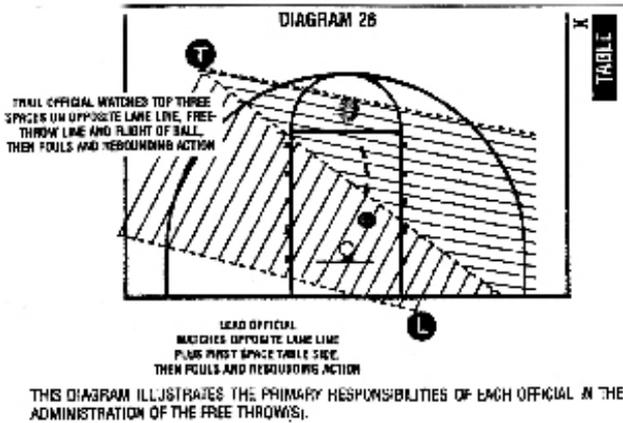
referees during every game. A good referee must concentrate on their basic responsibility and at the same time be cognizant of what is occurring in the area of their fellow referee. Simply, this arrives with experience, hard work, extreme concentration, and cooperative coordination between both referees (one of the primary reasons why a good pre-game conference can be the basis for a well-worked contest).

One mark of an outstanding referee is the ability to see their partner in such a manner that the two of them know what is happening and at the same time making the correct call without delaying the game.

One can easily see how difficult it is to make judgment decisions (off) the ball while still meeting these other responsibilities, however the improved coverage **away** from the ball rather than just enjoying the game as a spectator, enhances the flow of the game.

In fact, when a spectator, rather than being just that, the good referee will concentrate on developing the ability to read the play away from the ball, thereby enhancing ability to do the same when working subsequent assignment.

PROCEDURE DURING FREE THROWS



FREE-THROW

A. The lead referee signals number of shots, makes sure lane spaces are filled correctly, and backs out. (Do not turn head away from players when backing out.) Trail has a visible 10-second count on shot and watches shooter for violations. Also trail is looking across the lane to the lane opposite him for anything illegal (people in too early, etc.). Follow the flight of the ball and get into position to help on over-the-back calls if there is a rebound. Second shot – Take a quick look at the table for subs before shooter gets the ball. When shooter has the ball, start with 10 second count and repeat same procedure. On the second shot, do not come into the lane.

B. The lead referee signals number of shots, then bounces ball to the shooter. Back out off the floor to a spot out of the way, and observe the opposite lane line. Check for people coming in too early and over-the-back on rebounds. If there is a second shot coming into the lane, try to catch the ball before it hits the ground, check for subs, signal and verbalize “one shot” and bounce pass to the shooter and back out of the spot out of the way.

- 1) A violation on the shooting team, that shot is cancelled. Blow your whistle right now.
- 2) A violation on the non-shooting team is only called if shooter misses the free-throw. Signal is a fist extended parallel to the floor. Do not blow whistle until shot is missed.
- 3) When both teams violate, cancel shot and put ball back into play with alternating possession arrow or shoot the second shot.

MECHANICS CHECKLIST

JUMP BALL –Tosses

Do I toss the ball high enough?

Yes No

Do I toss the ball straight?

Yes No

Does my technique give both players an equal chance?

Yes No

Do I watch the ball?

Yes No

Do I stay in the circle until all traffic has passed?

Yes No

Do I avoid moving backward as I toss?

Yes No

Do I replay a bad toss?

Yes No

JUMP BALL – Non-Tosser

Am I in good position? (It varies.)

Yes No

Do I chop time in?

Yes No

Do I prevent violations before they occur?

Yes No

Am I consistent in my judgment of violation throughout the entire game?

Yes No

Do I move quickly to the lead position?

Yes No

Do I have good eye contact with my partner?

Yes No

Do I call back my partner's bad toss?

Yes No

FOULS- Calling a Fouls

Do I raise my arm straight simultaneously with the whistle?

Yes No

Do I clench my fist?

Yes No

Do I move toward the player who has fouled?

Yes No

Do I extend my arm (four fingers together and palm down) at the hip of the player who has fouled?

Yes No

Do I indicate to the player who has committed the foul?

Yes No

Do I move quickly to the table?

Yes No

Do I stop and give clear signals to the table?

Yes No

Do I use one hand when signaling the number to the table?

Yes No

Do I move quickly away from the table to my position?

Yes No

Do I use signals from the manual?

Yes No

FOULS- Referee Not Calling a Foul

Do I freeze?

Yes No

Do I observe the 10 players?

Yes No

Do I help my partner in getting the correct shooter?

Yes No

Do I move quickly when my partner is finished at the table?

Yes No

VIOLATION CALL

DO I raise my arm straight simultaneously with the whistle?

Yes No

Do I have my hand open?

Yes No

Do I use the signals in the manual?

Yes No

Do I extend my arm (four fingers together, palm perpendicular to the floor) to indicate the direction?

Yes No

Do I point to the designated spot?

Yes No

THROW – IN

Do I have eye contact with my partner?

Yes No

Do I always box in?

Yes No

Do I hand the ball to the thrower and step?

Yes No

Do I give a good visible five count?

Yes No

Do I work opposite correctly?

Yes No

FREE-THROW ADMINISTRATION

Do I always have the correct player at the line?

Yes No

Do I control the correct tempo (neither too slow nor too fast)?

Yes No

Do I prevent violations before they occur?

Yes No

Do I make sure opponents of shooter occupy the first lane space?

Yes No

Do I hand the ball to the thrower?

Yes No

Do I signal properly the number of shots?

Yes No

Do I indicate the 10 second count with the wrist flick?

Yes No

Do I move quickly on the release of the first of two shots?

Yes No

LEAD POSITION

Do I move quickly to the lead position at the correct tempo while looking over the left shoulder?

Yes No

Do I back off the baseline to get better angle?

Yes No

Do I move laterally along the baseline with fluid movement?

Yes No

Do I look off ball?

Yes No

TRAIL POSITION

Do I move quickly to the trail position?

Yes No

Do I beat the ball up court when there's no defensive pressure?

Yes No

Do I avoid standing still?

Yes No

Do I move off the sideline when the situation dictates?

Yes No

Do I penetrate to the correct depth at the correct angle?

Yes No

Do I avoid retreating when a shot is taken?

Yes No

Points Of Emphasis

GUIDELINES

In conjunction with the National Federation Rules and Points of Emphasis, the following points are of special concern and emphasis to the NJB program.

COACH AND BENCH DECORUM

The committee believes that coach and bench decorum and the appropriate enforcement of rules in this regard continue to be a matter of concern. Constant confrontation between coaches and referees during the game's progress is not only a serious detriment to the image of the game, but it also detracts from the great play of today's outstanding athletes and teams. In addition, crowd control and game management can become difficult when fans concur with unsporting actions emanating from the bench and, in turn, engage in unsporting behavior and, at times, crowd violence. Coaches and directors have the responsibility to set the tone for responsible behavior on the part of their teams and followers.

The rules committee applauds the sincere effort put forth by the majority of coaches, referees, and administrators to ensure the game will be conducted properly and in an atmosphere of sportsmanship, fair play, and respect for the rules of the game. The rule committee feels strongly that the referees who cannot enforce or do not have the courage to enforce the rules should not be assigned to referee a NJB game. By the same token, when referees do enforce the decorum rules, they must be supported by the chapter and referee coordinator and be assured that no retaliatory or vindictive action will be taken against the referee for having done their job as stipulated in the rules.

The actions of growing majority of coaches, who purposefully and repeatedly violate the bench decorum rules, many times without being penalized by the referees, cannot be tolerated lest the game's integrity be tarnished.

Some guidelines to referees for consistent enforcement of the rules governing coach and bench decorum are:

Coaches and bench players and fans and bench personnel who engage in the following action of the bench decorum rules and should be assessed with a Blue Card towards the head coach of the team who has committed the infraction.

1. Questioning the integrity of a referee by words or gestures.
2. Physically charging toward a referee.
3. Personal, vulgar, or profane remarks or gestures toward a referee.
4. Excessive demonstration of officiating signals (traveling, holding, verticality, etc.) or excessive demonstration by use of gestures or action that indicates

- displeasure with officiating. (If not excessive, a warning should be given to keep it from getting excessive.)
5. Continuous verbal remarks to referees voicing displeasure concerning the officiating. (A warning could be given initially to keep it from becoming continuous.)
 6. Using disrespectful or unsporting words, gestures, or actions toward an opposing player or coach.
 7. Leaving coaching box for an unauthorized reason.
 8. Standing up while coaching (Divisional play).

TAUNTING AND BAITING

The committee is concerned with the escalation of unsporting actions of players, especially the taunting and baiting of opponents. Using profanity or vulgarity, ridiculing, pointing a finger, making obscene gestures or any other manner of taunting or baiting an opponent does a great disservice to the game, and such infractions must be penalized by game referees.

Coaches, referees, and administrators shall work together to curb this growing trend and, by so doing, foster mutual respect among opponents and enhance the competition and image of NJB basketball.

CHARGING AND BLOCKING

There is a distant difference in initially defending the player with the ball and without the ball.

WITH THE BALL: A player is considered to be in legal defensive position if they meet the following two criteria:

1. They have two feet on the floor, and
2. They are facing the player with the ball. No specific stance or distance is required in initially establishing defensive position on the player WITH THE BALL.
3. Again, time and distance are of no consequence. Was the defensive player at the spot first, even though they beat the offensive player to the spot by only a fraction of a second? Is the defensive player facing the player with the ball? If so, the defensive player's position is legal.
4. Once a legal guarding position has been established, then the defensive player may turn or duck to absorb the shock or to avoid injury.
5. The defensive player may move to stay in the path of the offensive player with the ball after establishing a legal guarding position.
6. The defense is responsible for contact if they move toward or into the dribbler, even though the defense initially may have established a legal guarding position.
7. However, if the dribbler gets his head and shoulders in advance of the defensive player, the responsibility, if occurs, is on the offense.
8. If the dribbler and the defensive player are moving in parallel paths in the same direction, neither player may encroach on the established path of

their opponent and cause contact.

WITHOUT THE BALL: In initially establishing position on the player without the ball.

1. Time and distance are the two key factors with which the defensive player must comply.
2. A defensive player may not move into the path of an opponent WITHOUT THE BALL unless the offensive player has given sufficient time and distance in which to stop or change direction.
3. The distance allowable is in accordance with the speed the offensive player is moving. The allowable distance shall never exceed two steps, regardless of how fast the player without the ball is moving.
4. The legal position for defending a player with and without the ball is exactly the same—TWO FEET on the floor and facing the opponent.
5. The player defending the player without the ball may shift or move in order to stay in the path of the player who does not have the ball. They may not, however, cause contact with outstretched arms, elbows, or legs.

TRAVELING

One of the most misunderstood rules in high school and college is the travel rule. The act of "running with the ball" often happens so quickly that the referee either doesn't see the movement or hesitates because they are not sure what they saw. On the other hand, traveling is often called when it shouldn't be because the referee does not fully understand the rule.

Remember that a player cannot travel until they have secured control of the ball. It may look strange, the crowd may react, and the coach may beg for the ball, but a good referee will not react adversely or call what is outside the limits of the rules. The key to calling traveling is recognizing which foot is the "pivot foot." Another key is being in position to see the whole play, not being too close to the action.

Traveling can occur if a player has the ball in their possession and move their foot to releasing the ball on a dribble. Both judgment and basketball philosophy should be applied when calling a traveling violation. If a defensive player is placed at a disadvantage by an offensive player who when starting a dribble drive uses a "split-step" to gain a step advantage, the player has violated. In the same vein, if a man is closely guarded moves or switches their pivot foot once they have established it to gain an advantage to pass or shoot, they also have been violated. The "foolers" that some referees call are when a player pump fakes a power lay-up move and we think they have moved their pivot foot, when in reality, no violation has occurred.

The first step to understanding traveling is to carefully study the wording of the rule itself. The rule, when fully understood, can be reduced to a series of assumption, followed by a number of restrictions.

Assumptions:

1. A player cannot travel unless he is holding a live ball. This immediately rules out traveling during a dribble or fumble.
2. The act of traveling involves “moving a foot or the feet....in excess of prescribed limits.” More specifically, it is moving the pivot foot in excess of prescribed limits.

Therefore, to accurately judge traveling, you must answer two basic questions: Is the player in control of the ball, and which foot is the pivot foot?

Which Foot is the Pivot Foot?

Determining which foot is the pivot foot is a matter of where the player was (relative to a position on the floor) when that player gained control of the ball or ended a dribble.

1. If a player receives the ball or ends the dribble with both feet on the floor, either foot may become the pivot foot. Once a foot is lifted, the other foot becomes the pivot foot.
2. If a player gains control or ends a dribble while moving, that player may stop and, in doing so, establish a pivot foot:
 - A. If both feet were off the floor and the player lands on both feet simultaneously; either foot may become a pivot foot.
 - B. If both feet were off the floor and the player lands on one foot followed by the other, the first foot to touch the floor is the pivot foot.
 - C. Since momentum may prevent a player from coming to an abrupt stop, the rule book makes a provision for a player who, having landed on one foot, leaves the floor and lands again on both feet simultaneously. This player may not pivot.
 - D. If one foot is on the floor when the player gain control or ends dribble, two legal means of coming to a stop are possible. They may bring their other foot to the floor but may only use the first as the pivot, or they may jump off the foot on which they landed and land on both feet simultaneously. In this case, neither foot may be used to pivot.

Legal Pivoting

Now consider the “prescribed limits of movement.” These limits may be summarized in four statements:

1. Once a pivot foot has been established, a player may lift the foot to shoot or pass, but the ball must leave the player’s hand before the pivot

foot returns to the floor.

2. Once the pivot foot has been established, a player may begin a dribble provided the ball leaves their hand before the pivot foot is lifted.
3. When no pivot is allowed, the player may lift a foot or both feet to shoot or pass, provided the ball leaves the hand before either foot returns to the floor.
4. When no pivot foot is allowed, the player may legally begin dribble, provided the ball leaves the hand before either foot is lifted.

Some Final Points

1. It is impossible for a player to travel during a dribble.
2. A player who falls to the floor while holding the ball has traveled. If a player falls to the floor while dribbling and is able to continue his dribble, no violation has occurred.
3. A player who gains control while laying on the floor and then rolls or slides has not violated unless an advantage has been gained.
4. At no time can a player who has gained control while on the ground be allowed to get on their feet while holding the ball. A player who has gained control of the ball while on the floor may shoot, pass, or start a dribble.

Philosophy

TEN RULES FOR REFEREES

1. ***Don't*** take your eyes off the play.
2. ***Don't*** take anything for granted.
3. ***Don't*** explain decisions.
4. ***Don't*** argue with the players, coaches or managers.
5. ***Don't*** talk to spectators.
6. ***Don't*** look for trouble.
7. ***Don't*** make decisions for your partner.
8. ***Don't*** work without proper mental preparation.
9. ***Don't*** hold idle conversation with players.
10. ***Don't*** stand on a dime...HUSTLE!

50 THOUGHTS

As you prepare for the upcoming basketball season, here are some random thoughts and useful clichés about a variety of officiating topics:

1. Use good discretion and judgment when applying the philosophy of officiating. If there is no apparent disadvantage to an opponent, it is likely no rule infraction occurred.
2. First impressions are often lasting ones.
3. Start the game off right; the jump-ball toss sets the tone.
4. A player cannot travel unless they have possession of the ball.
5. When a double whistle occurs, the referee toward whom the play is coming has primary responsibility.

6. Basket interference can occur anytime the ball is on or within the basket cylinder, regardless of how the ball got there.
7. Goaltending can occur on a try or tap. The ball must be on its downward flight with a chance to go in. If the ball is below ring level, it cannot be goaltending.
8. Basket interference and goaltending may be committed by the offense or the defense.
9. Slapping the backboard has nothing to do with basket interference or goaltending.
10. Always listen.
11. Always hustle.
12. Be aware of your body language; it says a lot to others.
13. Be dependable for whom you work for.
14. Try to get better every game. Ask yourself and others, "What did I need to work on?"
15. Communicate with your partner(s) about play situations; time remaining, and court coverage.
16. The referee who considers officiating just as a way to pick up a few extra dollars will not likely remain in officiating very long.
17. No game assignment is worth compromising your principles or integrity.
18. Keep an even temperament.
19. Forgive and forget; every game is a new one.
20. As referees, you always have the last word: You don't always have to say it.
21. One poor game does not mean you are a poor referee.
22. Relax! When people sense tensions, they are less likely to communicate effectively with you.
23. Don't be jealous of a good break that another referee gets. Be supportive; your turn may be next.
24. You never know who is watching your game.
25. Upon arrival to the game site, go directly to the dressing room. There's no need to stand around and chat with outsiders.
26. Keep your dressing room free of visitors as much as possible.
27. As the trail referee, pinch in by taking a couple of steps towards the basket on every shot attempt. It will help you see rebounding and other action near the hoop.
28. Have ambition, but be patient.

29. Hear only the things you should hear.
30. Watch what others do, and implement the things you like.
31. The responsibility for setting a legal screen is on the screener.
32. Work with the captains in the pre-game conference; let them know they can talk to you.
33. As the non-calling referee, “freeze” the action by watching all other activity while your partner reports to the table.
34. Control the post play with voice and whistle.
35. Watch the entire play; don’t anticipate a foul or violation.
36. Do not turn your back on players when administering a throw-in or free throw.
37. Conduct a thorough pre-game conference before every game.
38. Adjust court coverage when a defensive team presses or traps.
39. A player is entitled to any spot on the floor provided they get there first and without contact with an opponent.
40. A double-foul can deal with post play judiciously; use the option when appropriate.
41. An intentional foul is one which appears to be designed or premeditated; it is not based on the severity of the act
42. If a ball comes loose after a blocked shot, it cannot be a held ball.
43. Take your time when putting the ball in play on a throw-in. Make eye contact with your partner first.
44. Keep proper spacing; don’t get too close to the call.
45. Just because a play “looks funny” does not necessarily mean a violation or foul occurred.
46. Let properly trained personnel deal with injured players.
47. Review rules, mechanics, and interpretations regularly.
48. Let the players play if that’s what they came to do.
49. Work hard at looking off-ball.
50. If you believe coaches, players, and fans when they say you’re good, you’ve got to also believe them when they say you’re bad.

—Written by Bill Topp

SIX QUALITIES OF A GREAT REFEREE

(By Dave Libbey)

Referees come in many different kinds of packages. Some “get by”; some are “good”, while a select few can be considered to be “great” in their field. Through my years of officiating, I have worked with and engaged in conversation with colleagues who fit into each of those categories. Through these experiences, I have both witnessed and talked with many who are great sports referees; and it has become apparent to me that they all exhibit six specific qualities that ultimately set them apart from the rest. In the following paragraphs, I will attempt to describe these qualities.

I. INTEGRITY

The great referee is the last stronghold of sports honesty. Complete absence of bias must ultimately be maintained by the referee. While we read of coaches, Players, and boosters engaging in illegal activities, sports referee are rarely accused of such things. The referee holds a position in the world of sports, not unlike a justice in a court of law. A referee should never be put in a position where integrity could be questioned. If there is the possibility of conflict of interest, don't work the game.

II. HUSTLE

Since Officiating is a game of angles and positions, hustle, in this case, means involvement and court position. This in no way should be confused with speed and meaningless motion. The great referee makes every movement efficient toward the goal of being in the right place at the right time. This will enable the referee to see the entire play and make the correct call.

III. JUDGMENT

Great judgment is a product of constant effort and experience. Great judgment goes beyond the rulebook to include the critical principle of “advantage-disadvantage.” If there is no advantage gained, or if a player has not been put at a disadvantage, then there should be a no call. Simply put . . . no harm, no foul.

IV. COMMUNICATE

Basically, this means can you deal with people? Can you deal with coaches and players during the game? Communication can be accomplished in many ways, and in most cases the situation will dictate what the appropriate response should be. Sometimes a simple

response to a question, a one-word answer, or perhaps a look can communicate what is needed at a particular time. Saying the right thing to the right person at the right time can help avoid potential problems in a game. Communication is also knowing when it's best not to say anything.

V. **CONSISTENCY**

Young referees have more difficulty putting this concept into practice than any of the others I have discussed. All referees have some difficulty here, but the great referees are unrelenting in their judgment in seeking and calling a game. The key here is to make the same call on the same kind of play whether it's the first minute of the game or the score is tied with one-minute left to play. If a referee is consistent, coaches and players will adjust accordingly. However, a loss of consistency tends to stimulate negative behavior, poor sportsmanship, and elicit criticism from the coaches and players.

VI. **COMMON SENSE**

Of all the six qualities discussed, common sense is the most important. That which is fair and right for all participants must always have precedence throughout the game. Common sense dictates that fairness, understanding, and the best interest of the game being played are always foremost in the mind of a great referee. This referee understands the spirit and intent of the rules, and common sense judges accordingly. During a game, things could happen that are not specifically covered by rules or mechanics. That's when common sense takes over. What is fair or right is what should be done. Common sense goes hand in hand with communication in dealing with coaches and players. It will help determine how to handle a tough situation and whether a technical foul should or should not be called.

The preceding concepts outline this referee's observations of what constitutes great sports referee. Other attributes such as physical appearance, knowledge of rules and procedures of the game, and overall professionalism are important factors and should not be overlooked. However, the six qualities discussed in this paper are those, which set the great sports referee apart from the rest.

RECOGNIZING A GOOD REFEREE

I. FIRST IMPRESSIONS – APPEARANCE

To begin with, we must recognize that first impressions are all too often lasting impressions, and this is not always fair. As the referee walks on the floor, they immediately start selling themselves to you. You look at their general appearance, judging if they are neat and in good physical condition if they are overweight or carrying a spare tire around the mid-section. Not a good start.

Like you, this referee is very conscious of their appearance and condition. In fact, two or more months previous to the opening of the season, they start working out regularly to get in tip-top shape and be ready to run approximately four miles per game, staying with young students who have little to do but attend school, practice and play a game.

III. KNOWLEDGE OF RULES

Next you must determine, in your mind, if they know the rules. Now it is quite possible that you cannot judge this area to your satisfaction because of your general lack of complete knowledge of the rules. However, you can easily determine if the referee makes calls with conviction. If they are on top of the play, all concerned generally accepts calls. Do they keep their cool? This, plus your general knowledge, should provide you with sufficient confidence to make a fair evaluation of this point.

IV. PREPARATION – EDUCATION

You should know that in addition to a conditioning program, the referee is required to attend yearly meetings to study the rules and mechanics of officiating. To many this is a review, but always there are changes that take place each year; and they must not only learn the changes but must be able to apply them to their work on the floor. Also, they are required to attend clinics, take rules examinations, and carefully study bulletins that are sent periodically by their Referee Director. To further assist in their development to reach and maintain maximum potential, they are frequently observed and offered constructive suggestions for general and specific improvements.

V. HUSTLE – POSITION – SIGNALS

Are you convinced that the referee is in the best possible position to see the play every time they make a call? Do they move each time the ball is passed or shot to obtain a better angle on the play? Do they make an honest attempt to stay ahead of the ball? Do they relax coming up the floor and allow the game to lag while administering a free throw or out of bounds play? Do they signal calls clearly following each time they blow the whistle so that all fans in the gymnasium know exactly what was called? These are a few of the questions you have to ask yourself as you try to answer the question, "Are they doing a good job?"

VI. MECHANICS

To determine this side of the referee's work, you must know there is an area of officiating that is very important to the referee known as mechanics. Proper use of the prescribed mechanics determines whether the referees work as a team or as two individuals on the floor. To have a

game covered properly, all 10 players and the bench must be under constant supervision; and this requires both men to work as a team for the full length of the game. Every time you see a referee move, give a signal, or administer an infraction, they are following a very definite and specific directive in performing this responsibility.

VII. PHILOSOPHY

It may be further help to you if you were aware and kept in mind the philosophy of officiating, which covers only three points but three important points. As each act is committed on the floor, the referee shall instantly determine in their mind based upon years of experience:

1. Did the player gain an advantage as a result of the illegal act?
2. Was the opponent placed at a disadvantage as a result of the illegal act?
3. Will the game get rough and out of control if this type of action is not penalized promptly?

If the answer to any of the above is in the affirmative, the referee shall sound the whistle at once and act accordingly within the framework of the rules. Please remember the person in the striped shirt at once; they have no chance to review the decision, nor do they have instant replays, nor can they stop and reflect. It must be an INSTANT decision. If not, they will not sound the whistle, and the game will continue. This is the area of judgment, which makes basketball the most difficult of all sports to referee.

“PROFESSIONALISM”

(By Fred Carbone)

1. Never be late to an assignment.
2. Never miss an assignment.
3. Never think a game is below you.
4. Never badmouth a fellow referee. It's better to keep your mouth shut.
5. Work hard with your fellow referee; They are your only friend on the court
6. Have a good solid pre-game talk.
7. Don't brag about your games.
8. Don't have sloppy mechanics.
9. Have a reputation as a hustler.
10. Have a reputation of being a communicator. Coaches want to know you listen.
11. Give a Blue Card with dignity.
12. Don't say, "Sit down and shut up" to a coach.
13. Don't always bad mouth the association because you are not progressing; it could be your fault.
14. Listen to people that you respect as a referee, and try to change.
15. Don't make a younger referee feel uneasy because you are the vet.
16. If you are an up-and-coming referee, don't turn people off by being too cocky. Let your whistle and wheels do your talking.
17. When you are in a position of authority in your association, help up-and coming referees, help struggling referees, and be a positive force.
18. If you make your partner feel that they belong with you on the court, they will work a better game and so will you.
19. Always keep your composure. Don't let them get to you!
20. Upgrade your officiating talents by going to referee clinics, camps, etc.

CHECKLIST

Below are some points to keep in mind when officiating sports at any level. All referees should have a good working knowledge of the rules and mechanics. In addition to this, you will find your games more enjoyable by remembering these points.

- ◆ **BE COMPETITIVE.** The players give maximum effort, so should you! Tell yourself, “I’m not going to let this game get away from me. I am better than that.” You are hired to make the calls that control the game... make them!!

- ◆ **HAVE YOUR HEAD ON RIGHT.** Don’t think your striped shirt grants you immunity from having to take a little criticism. It’s part of officiating. Plan on it. Successful referees know how much to take. Ask one when you get the chance.

- ◆ **DON’T BE A TOUGH GUY.** If a coach is on your back, but not enough to warrant a penalty, then stay away from them. This is especially true during time-outs. Standing near an unhappy coach just to “show them” will only lead to further tensions. Some referees develop irritating characteristics. Don’t be one of them.

- ◆ **GET INTO THE FLOW OF THE GAME.** Each game is different. Good referees can feel this difference. Concentrate on the reactions of the players. Take note if the tempo of the game changes. A ragged game calls for a different style of officiating from a smooth one.

- ◆ **DON’T BARK.** If you don’t like to be shouted at, don’t shout at someone else. Be firm with a normal relaxed voice. This technique will be wonders in helping you to reduce the pressure. Shouting indicates a loss of control-not only of one’s self, but also of the game.

- ◆ **SHOW CONFIDENCE.** Cockiness has absolutely no place in officiating. You want to exude confidence. Your presence should command respect from the participants. As in any walk of life, appearance, manner, and voice determine how you are accepted. Try to present the proper image.

- ◆ **FORGET THE FANS.** As a group, fans usually exhibit three characteristics: ignorance of the rules, highly emotional partisanship, and delight in antagonizing the referees. Accepting this facts will help you ignore the fans, unless they interrupt the game or stand in the way of you doing your job.

- ◆ **ANSWER REASONABLE QUESTIONS.** Treat coaches and players in a courteous way. If they ask you a question reasonably, answer them in a polite way. If they get your ear by saying, “Hey ref, I want to ask you something,” and then start telling you off, interrupt and remind them of the reason for the discussion. Be firm but relaxed.

- ◆ **CHOOSE YOUR WORDS WISELY.** Don’t obviously threaten a coach or player. This will only put them on the defensive. More importantly, you will have placed yourself on the spot. If you feel a situation is serious enough to warrant a threat, then it is serious enough to penalize, without invoking a threat. Obviously some things you say will be a form of threat, but using the proper words can make it suitable.

- ◆ **STAY COOL.** Your purpose is to establish a calm environment for the game. Fans, coaches, and players easily spot nervous or edgy referees. Avoid chewing gum, pacing around, or displaying a wide range of emotions prior to or during a game. All serve to make you seem vulnerable to the pressure.

REFEREE TIPS

1. Always listen – never argue.
2. Watch what others do.
3. Develop your own identity. Do not try to emulate someone else.
4. Be loyal to your supervisor or commissioner.
5. Call technical fouls when warranted. Make the call and get away, but have the guts to call a “T”.
6. ALWAYS HUSTLE!
7. Be in position. (This is a result of hustle.)
8. Be courteous.
9. Be aware of body language – it says more than you think!

INJURY PREVENTION

FLEXIBILITY

There are two reasons to be concerned about flexibility:

1. First, maintaining or increasing flexibility reduces the probability of injury with activity.
2. Second, maintaining or increasing flexibility will reduce dramatically the aches, pains and stiffness commonly thought to be simply the result of aging.

Most people tend to lack flexibility in the lower back, thighs and calves. To improve flexibility, it is necessary to implement a daily stretching program.

GUIDELINES FOR A GOOD STRETCHING PROGRAM

1. You must be consistent. Daily stretching is necessary for optimum results.
2. Warm up before stretching to avoid injury. Good warm-up activities would include jogging in place for 5 minutes, doing slow jumping jacks for 5 minutes, riding a stationary bike for a few minutes, or any other intensity activity that gets your muscles warm without stress.
3. Move onto the stretching position slowly, continuing until a stretch on the muscle is felt.
4. Hold the stretch 15 – 20 seconds.
5. Do not bounce!
6. The muscles you are stretching should be as relaxed as possible.
7. When stretching is complete, release the body slowly from the stretched position.
8. Remember, excessive pain is not part of a good stretching program.
9. Repeat each exercise at least 3 times.
10. Stretching exercises are not meant to be competitive. Trying too hard can lead to injury and loss of flexibility.

Administrative Information

POLICIES & PROCEDURES

I. REFEREE STATUS

- A. Referees' services are solicited as Independent Contractors.
- B. Referees are paid for their services by their local chapters.
- C. Referees should have their own health care insurance.
- D. Referees in "good standing" are referees who fulfilled their financial and administrative obligations as set by the NJB Headquarters.

II. PAYMENT FOR SERVICES

- A. Referees are paid \$18 - \$36 per game, depending upon rating and division.
- B. Referees will receive one and one-half game fee when working alone, without a partner.
- C. Referees receive full payment on forfeits.
- D. Referees who arrive late for their game will be deducted \$10 of their payment for that assignment.
- E. Any problems with your game check or not being paid must be put in writing and sent to your Referee Coordinator or NJB Headquarters.

III. SCHEDULING OF SERVICES

- A. Scheduling is to be done by the Referee Coordinator of NJB Headquarters.
- B. Referees are usually given sets of 2 through 4 games per day.
- C. Games are usually played on Saturdays and Sundays and are scheduled for 1 hour 15 minutes; however game times may vary.
- D. Games will be assigned in advance.
- E. Referees may call any Referee Coordinator to pick up any available game for the coming week if they first contact their District Referee Coordinator.
- F. Referees may be asked occasionally to work games out of their particular "district".

IV. RETURNING CONFIRMED GAMES

- A. Assignments returned with a valid reason by Wednesday of that week will not be penalized.
- B. If games are returned after Wednesday of that week, a \$10 reassignment fee will be accessed. Fee will be paid to the Referee Coordinator within one (1) week.
- C. If you can find your own replacement, no penalty will be accessed, provided the Referee Coordinator approves the change.

- D. If you get a replacement and fail to notify the Referee Coordinator, then your replacement is your responsibility. If the replacement “no-shows”, it will be your penalty to pay.

V. **“NO-SHOWS”**

Definition of “no-show”: An assigned referee who fails to show up, does not officiate the event, and fails to call the Referee Coordinator by Wednesday of that week.

- A. There are two types of “no-show” (NS) referees:
1. The referee who NS but calls.
 2. The referee who NS but doesn’t call.
- B. Everyone can come up with a “good excuse”, but the chapter does not really care “*why*” the referee was not present. To be fair with everyone, **NO EXCUSES** will apply in all circumstances.
- C. PENALTIES for NS are as follows:
1. PRIOR CALL – If the Referee Coordinator can find a replacement, the \$10 reassignment fee will be assessed, the same penalty as returning a set without advance notice. If the Referee Coordinator is unsuccessful in getting a replacement, the NS referee will be charged ½ game fee per each game missed.
 2. NO CALL – This NS referee will be penalized 1 game fee per each game missed. In other words, you must work without pay for as many games as you missed or the fine. **THE SECOND INSTANCE WILL CAUSE THE NS REFEREE TO LOSE FUTURE ASSIGNMENTS.**
 3. NS Referee will be put on probation and have their rating lowered.
- D. The same penalties for NS will apply to all games assigned by the National Office.

VI. **PROFESSIONALISM**

- A. Be courteous to all people all the time
- B. Work hard and give a good effort, or don’t accept the games.
- C. We are all professionals and expected to act like one. We are dealing with kids, and the game is for them.
- D. Be punctual for game assignments.

VII. **PROPER OFFICIATING ATTIRE...LOOK PROFESSIONAL!**

- A. Referees are to wear the gray NJB referee shirt. Shirts are to be tucked into the pants at all times.
- B. Referees are to wear the NJB black shorts or black pants. NO striping, sweat pants, or cut-offs.
- C. Referees are to wear black shoes.
- D. Referees are to wear black socks if wearing long slacks and white socks when wearing shorts.
- E. The “Fox-40” whistle will be the referee whistle of NJB.

- F. Alcoholic beverages, illegal, or non-prescribed drugs are prohibited by NJB. Referees using the substances the day of the game will have schedules revoked and report to the Ethics Committee. Referees may be removed from the program.
- G. Foul language and swearing will not be tolerated. (Remember, we are working with children.)
- H. Long pants are required for all post-season games. This includes the Championship Series.

VIII. PROPER NJB OFFICIATING MECHANICS

- A. Have a pre-game conference with your partner and coaches before each contest.
- B. If unsure of rules for a particular division, check with chapter's board member(s) on duty. Rules and approved rule changes should **always** be at the scorer's table.
- C. The "Official" Bluecard warning must be given during the coaches pre-game.
- D. Use High School mechanics and signals to properly inform the scorekeeper and players.
- E. Hand the player the ball (don't flip it) on out of bounds play and first shot of multiple free throws.
- F. Switch ends of court on free throws.
- G. If you work a game by yourself, be sure you work free throw line to free throw line on the coach's side of the floor.
- H. Your hand should be raised on all whistles blown. Fist in air on all fouls; open hand in air to stop clock, followed by signal for violation.

IX. CHAPTER'S BOARD MEMBERS

- A. Each chapter is required to have at least one board member present at all times where games are to be held. Find out who they are and where they can be located before each contest should a problem arise.
- B. Referees have complete authority in regards to the actual "calling" of the game. However, when it comes to chapter's policy compliance with the NJB Referee Bluebook, the board member has the final word.
- C. Referees have authority in removing player(s), coach(s), spectator(s), or anyone who may be causing a distraction. Be tactful, discreet, and work with the board member(s) on duty to achieve the result needed.
- D. The two referees, board member(s) on duty, timekeeper, and scorer are a team. Be supportive of each other, and don't be afraid to confer with your teammates to make the proper decisions.

National Junior Basketball

EJECTION PROCEDURE

(as posted on our website)

1. The referee informs the person in charge of the gym that a coach or fan has been ejected.
2. After the game, the referee contacts the District Referee Coordinator and reports ejection(s). The game referees are to fill out the Coaches Ejection Report and fax to NJB Headquarter. e-mail, jpenir@njbl.org, to the NJB Office or Sectional Referee Coordinator within 12 hours.
3. The Referee Director reports the ejection(s) in writing or verbally to the Chapter Director and League Administrator.
4. Coaches ejection procedures should be handled quickly since the eligibility of the coach is impacted.
5. Related considerations:
 - a. The Chapter Director will contact the coach and take any action they deem necessary. A one game suspension is enforced. The City Director will inform the coach that a second ejection results in the coach being suspended from all NJB games for one (1) year.
 - b. Second ejection by any coach results in a suspension of coaching for a period of one (1) year. This includes, but is not limited to: regular season Championship Series, All-Stars and NJB sanctioned Spring, Summer and Fall Leagues.

NATIONAL JUNIOR BASKETBALL

RATING SYSTEM

A1 – GAMES QUALIFIED TO WORK

1. National Tournament.
2. Area/Sectional All-Stars.
3. All NJB Tournaments.
4. High School Division.

REQUIREMENTS TO BE RATED: A1

1. 5+ years of NJB experience, and meets NJB Certification Requirements.
2. Has an excellent feel for the game & makes good, consistent calls.
3. Excellent mechanics, foot speed & appearance.

A2 – GAMES QUALIFIED TO WORK

1. National Tournament.
2. Area/Sectional All-Stars.
3. All NJB Tournaments.

REQUIREMENTS TO BE RATED: A2

1. 3+ years of NJB experience, and meets NJB Certification Requirements.
2. Good mechanics & appearance.

A – GAMES QUALIFIED TO WORK

1. Area/Sectional All-Stars.
2. Division 1,2 & 3 Contests.

REQUIREMENTS TO BE RATED: A

1. 0-3 years of NJB experience, and meets NJB Certification Requirements.
2. Make good calls.
3. Needs fine-tuning in some areas.

B – GAMES QUALIFIED TO WORK

1. Championship Series.
2. Division 1,2 & 3 Contests.

REQUIREMENTS TO BE RATED: B

1. 0-2 years of NJB officiating experience.
2. Works hard and is improving on their game.
3. Needs experience.

C – GAMES QUALIFIED TO WORK

1. Division 2 & 3.
2. No post-season contests.

REQUIREMENTS TO BE RATED: C

1. New referee, first time referee.
2. Referees being trained under NJB evaluation program..

District #	Chapters	Referee Coordinator
1	Brea, Fullerton, Anaheim	Tom Carter
2	Anaheim Hills/ Placentia, Yorba Linda	Quentin McKenzie
3	Orange, Villa Park, Tustin	Nick Buford
4	Irvine	John Penir
5	Cypress, Los Alamitos, Long Beach	Ryan Parris/Ramon Alvarado
6	Santa Ana/Westminster/Fountain Valley	Jon Hightower
7	Rancho Santa Margarita (RSM)	Afshin Haghighoo
8	Laguna Hills	Gino Osborne
9	Costa Mesa, Newport Beach, Huntington Beach	Mike O'Connor
10	El Toro/Mission Viejo/Trabuco/Capo Dana	David Moreno
11	San Diego	Chris Balasinski
12	Whittier, La Mirada	Mike Davis
13	Covina Valley, La Verne/San Dimas	Al Griffin
14	Riverside South	Willie Campbell
15	Rancho Cucamonga	Bernard Robinson
16	Diamond Bar/Chino	Albert Ramos
17	Corona/Norco/Menifee, Murrieta, Temecula	Sherman Patterson
18	Victorville, High Desert	Perry Kirkpatrick
19	Moreno Valley	Vance Jackson
20	San Diego	Ken Pilbin

NJB MERCHANDISE



Devastate Shoes



Referee Black St Jacket



Referee Black Shirt



Gray Referee Uniform



Referee Black Shorts



Referee Whistle

**SHOP ONLINE! CHECK OUT
NJB'S WEB STORE @ www.NJBL.org**