



REFEREE MANUAL





National
Junior
Basketball

NJB Basketball Officiating Manual 2020-21

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SECTION

1

GENERAL PRINCIPLES

PROFESSIONALISM

Basketball officiating is a highly scrutinized line of work. It is expected that officials remain impartial and uphold a high standard of integrity. Coaches, players and fans will always have opinions and officials are not always in control of those opinions (as the old referee adage states, “you will be wrong to 50% of the gym on every call”). Control what you can control. The first thing officials have control over is the way they conduct themselves while performing their duties. If you play the part of a profession, you will be treated as a professional.

APPEARANCE. First impressions are often lasting ones. This may not always be fair, but it is certainly true in basketball officiating. The first impression that players and coaches have of officials is created by the official’s appearance. Referees should strive for neatness in appearance at all times and maintain a level of physical conditioning.

NJB officials are required to wear the NJB Jersey, all black shorts, and black shoes for all divisional games. Uniforms should fit, be clean and jerseys must always be tucked in. Officials must be dressed alike; it is important for a crew to look like a team on the court. Dress the part.

CONDUCT. Maintain professional conduct when interacting with players, coaches and game personnel. Never argue with players or coaches - if a question is asked, listen to it, then give a short and decisive answer. Officials should never interact with fans during the contest. Arrive early for game assignments; allow yourself plenty of time to prepare for the game.

ATTITUDE. Strive for a positive and businesslike attitude. This includes interactions with coaches, players, table personnel, and other officials. Your attitude and conduct reflect on the person who hired you. Displaying a negative demeanor makes you look unapproachable and like you don’t want to be there. On the other side of the coin, it is not good to be overly friendly with coaches and players as this may give off the appearance of favoritism (whether accurate or not). It is ok to be friendly, but remember, officials are there to do a specific job, not make friends.

HUSTLE. No matter the level of play, the officials should always stay engaged and move with intent. The appearance of laziness and lack of interest is a sure way to get complaints. Complaints usually get back to assignors. It is hard for assignors to back officials up when complaints are related to professionalism or lack thereof.

KNOWLEDGE OF RULES

It is necessary that every official have accurate knowledge of the NJB and NFHS (National Federation of High School) basketball rules and the ability to interpret them accurately, intelligently, and responsibly. Every rule not covered in the NJB Rule Book will defer to the NFHS Rule Book.

NJB has different sets of rules pertaining to each division based on age group. These variations are designed to promote players learning the fundamentals of basketball and fair play. Enforce the correct set of divisional rules.



Mission Statement

To inspire our youth; regardless of race, color, creed, or national origin.

To practice the ideals of health, citizenship and character.

**To implant the game elements of safety, sanity, and intelligent supervision; and
to keep the welfare of the player first, foremost, and entirely free of adult lust
for glory.**

To emphasize teamwork for all participants.

TERMINOLOGY

Action Area - Areas of the floor where players of opposing teams are close together and there is heightened probability of contact (i.e. screens, cutters, post-ups).

Close Down - Refers to the movement by the lead along the endline from the home position toward the near lane line.

Dead-ball Officiating - Actively observing the action immediately after the ball becomes dead.

Free-throw Line Extended - An imaginary line drawn from the free-throw line extended out to the sidelines. This acts as a general marker for primary areas of coverage.

Homebase Positioning - This refers to the location an official should work from in a half court set. Moving to improve angles when necessary.

Lane Line - Refers to the lines perpendicular to the free-throw line and endline which enclose the key.

Lead - Refers to the position of the official on the endline.

Low Block - The solid rectangular marking on both lane lines closest to the endline.

Mirror the Ball - The movement of the lead to adjust his positioning to mimic the movement of the ball.

Opposite Tableside - Refers to the side of court opposite the scorer's table.

Post area - The area around the low block and bottom half of the lane (key) nearest to the endline.

Preventive Officiating - Actions by officials which prevent problems before they occur. Usually by talking to players and coaches.

Primary Area of Coverage - The area of the court each official is mainly responsible for dictated by their position and the location of the ball and players.

Primary Defender - The defender who establishes guarding position on a particular offensive player.

Referee - The official that tosses the jump ball to begin the contest and decides on matters concerning rules interpretation.

Secondary Defender - A teammate of the primary defender who has helped after the primary defender has been beaten or a teammate who is double teaming.

Straight-lined - Describes a situation where the referee's view of the play is obstructed by standing directly behind one of the players in a matchup.

Strongside - Refers to the side of the court that the lead is on.

Switch - Dead-ball movement of officials to new positions after a foul is called.

Tableside - Refers to the side of court on which the scorer's table is located.

Trail - Refers to the position of the official nearest the division line, approximately the 28-foot line. If transition occurs, the Trail will become the new Lead. Trail may be tableside or opposite tableside.

Umpire - The official that stands table side during the jump ball and chops the clock to begin the timer.

Weakside - Refers to the side of the court opposite the lead.

Wide-angle - The movement of the lead to widen their angle by moving closer to the sideline.

BASICS

4 PILLARS OF OFFICIATING

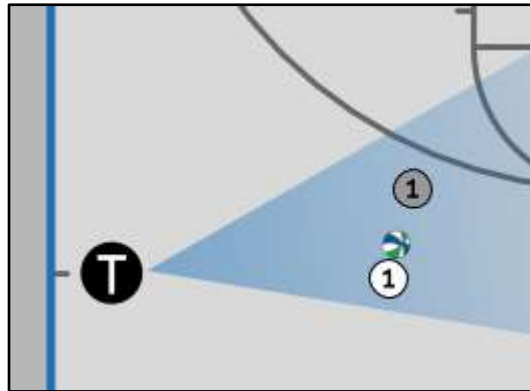
1. **Referee the Defense** - Officials should focus on the defensive player to accurately judge the legality of the player's movements. When contact occurs officials must know whether the defense is in a legal or illegal guarding position.
2. **Call the Obvious** - Blow the whistle on plays that are obvious to everyone in the gym. Players and coaches shouldn't constantly be confused about what is being called. Fouls and violation will call themselves when officials are in the right spot.
3. **Don't Guess** - Officials shouldn't blow the whistle unless they know what they are calling. Work to get open looks on plays and know the purpose of your whistle when blowing it.
4. **Trust the System (Partner)** - Mechanics are designed to put officials in positions to best referee their primary areas of coverage. This includes focusing mainly on your primary area and trusting your partner is in a good position to see plays in their primary area. because they're operating within the same mechanical system.

SEEING THE PLAY

The mechanics are designed to optimally position officials so they can split the court and referee all ten players. Certain strategies are used to improve call accuracy and add to the officials' believability.

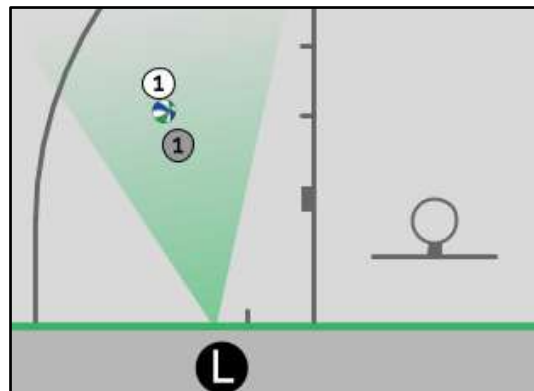
Open Look.

Officials must position themselves to see between the players in a matchup. This is a viewpoint where officials can see the arms of the players and determine illegal contact. Always position adjust to maintain an open look when the players move.



Avoid getting Straight-lined.

Situations occur with officials standing directly behind one of the players in a matchup. This will not allow the official to look between the players and they must adjust their position to get an open look.



Patient vs Immediate Whistles. Officials need not blow their whistles immediately on contact every foul call. Some plays require a little patience allowing them to finish before ruling on them (rebounding plays, scoring opportunities, start/develop/finish plays). Other calls require an immediate whistle because no further information is needed: (rough play, freedom of movement).

Start / Develop / Finish. Drives to the basket have a lot of moving parts with multiple defenders and airborne contact. Allow the play to start, develop, and finish. Have a patient whistle and allow yourself to process the play. Blowing early on these types of plays does not allow all the information to process and decreases call accuracy.

Keep Players Boxed In. There are 10 players and only 2 officials. As a crew, officials must watch all the players and keep them within their visual fields. Box the players in the court by staying on the outside and looking into the action.

COMMON SENSE

Exercise common sense when it comes to rules enforcement, calling fouls and violations, and issuing blue cards and technical fouls. Will this call make this game better? Does this call fit in with other calls that are being made in the game? If you or your partner don't know the rule, use common sense on atypical plays.

- ◆ **Written Rule vs Spirit of the Rule** - Having accurate knowledge of the rules will help with making calls and adjudicating situations correctly. Rules are put in place to create a fair and controlled playing environment. It is important to keep in mind the spirit of a rule along the written letter.

Example: The 3-seconds in the key violation states that a player must not remain in the key for 3 seconds while their team has control in the front court. The **spirit of this rule** is to disallow players from gaining unfair advantages and create a freer flowing game with movement through the key. When enforcing this rule, exercise common sense and only call the ones that impact the game.

- ◆ **"Elephant and Ant"** - This phrase relates to calling the obvious as outlined earlier. In a room, which is more noticeable and obvious to see - an elephant or ant? Same goes with officiating; try to make the calls that everyone can see and lay off the ones that are inconsequential and maybe only you can see.

- ◆ **Flow of the Game** - Every game is slightly different in one way or another and as officials we want to make calls that fit the rhythm of the game we have. Some games move up and down the court with speed and limited physicality while others are slower with increased physicality. Officials must be aware of the flow and make decisions accordingly. Be aware of the type of game you have.

Example: During a free-flowing game that is not very physical, it may not fit the game to call a tight hand check. In a more physical, “chippy” game that same hand check might need to be called to help keep control. If the game has good flow to it, maintain this movement by staying out of the way and not inserting calls that don’t help the game.

- ◆ **Freedom of Movement** - It has been an initiative in recent years to reduce physical play and allow for freedom of movement. The trend has been going away from thinking about “advantage/disadvantage” towards “legal/illegal” when judging plays. Contact can be deemed illegal if it impacts a player’s ability to move freely and disrupts their **Rhythm, Speed, Balance, and/or Quickness (RSBQ)**.

RUN THE GAME

Basketball officiating includes more than just calling fouls and violations. Officials must maintain unquestionable control of the game and exude confidence while handling each situation.

Obviously, this list is not exhaustive, but below are considerations to help you display authority and feel in control of game administration.

- ◆ **Clock Awareness.** Each official should make sure the clock is running and stopped at the appropriate times during the game. Make a habit of checking the clock after each blown whistle and after the ball is legally touched inbounds. During the last minutes of the game, the importance of clock awareness gets magnified as each possession becomes crucial.
- ◆ **Location of Ball.** Know the location of the ball on the floor even if it isn’t in your primary. Don’t “ball watch” but understand how the location of the ball affects the possession and movement of the players.
- ◆ **Location of Partner.** Know where your partner is on the floor and what areas they are covering. There are times you may need to assist your partner because they are out of position.
- ◆ **Location of Players.** This seems obvious, but it is important to keep the players within your field of vision even when you are unable to directly focus on all of them.
- ◆ **Team Fouls and Bonus.** Know the team fouls and when each team is one foul away from reaching the bonus. It shows great awareness and control when immediately after a foul that puts a team in the bonus, the crew begins the process to shoot the bonus free-throws.
- ◆ **Behavior of Coach and Bench Personnel.** Bench behavior is often overlooked since the benches are located off the playing court. The officials are responsible for being aware of the actions of the personnel on the bench and addressing behavior that is unacceptable or distracting.

- ◆ **Presence.** Officials should maintain a presence of level-headed authority while on the floor. This doesn't mean they should strive to be the center of attention, but the players and coaches should know the officials are actively involved and controlling game administration. Each official will have their own personality and style, but there are some common traits usually used to create presence.
 - ⇒ **Voice.** Use your voice to talk to players during live and dead balls. Project your voice clearly when calling fouls/violations and reporting to the table.
 - ⇒ **Clear and Crisp Signals.** Practice your signals during your free time to make them second nature and refined.
 - ⇒ **Sharp, Loud Whistle.** Blow your whistle loud with a single, sharp blast. Don't let the sound of the whistle tail off.
 - ⇒ **Body-language (Posture).** Maintain good posture and display confidence in your body-language. Don't appear cocky or unapproachable but be confident in your movements and calls.
 - ⇒ **Purposeful Movement.** Move on the floor with confidence and intent. This will help to build believability and display engagement with the game.
 - ⇒ **Free-throw Administration.** Free-throws are a great time to talk to players and put your presence in the game. Instead of simply giving the ball to the free-throw shooter, step confidently into the middle of the lane, announce the number of shots, give a crisp bounce pass to the shooter and then take your position to referee the impending rebound action.
 - ⇒ **Controlling the Substitutions.** Many new referees struggle with being aware of player substitutions because they are concentrating on the action within the boundary lines. Make a habit of checking the scorer's table for substitutions after each whistle.

SECTION

2

PRE-GAME & SPORTSMANSHIP

NJB requires the officiating crew to conduct a pre-game meeting with both coaches before each contest. This meeting is designed to ensure that both the officiating crew and coaches are on the same page as to the division of the game and the rules that will be enforced. NJB has different divisions corresponding to different age groups and each has its own sets of rules. Conducting a pre-game meeting prior to the contest will alleviate any confusion.

PROCEDURE

- ◆ **Coach Introduction.** Introduce yourself and your partner. Learning the coach's names and addressing them by name allows for better communication throughout the game.
- ◆ **Rules.** Cover any NJB rules that are specific to the division of your game.
 - Attack Lines
 - Timing
 - Player Participation Guidelines
 - Time-outs
- ◆ **Coaches Cards.** Some chapters require coaches to have official coaches cards. Check each coach's card to verify they are eligible to coach.
- ◆ **Blue Card & Sportsmanship.** The NJB blue card has been instituted to promote and enforce the sportsmanship of all adults in attendance at NJB games. This includes the head coach, assistant coaches, adult scorekeepers, and all adult fans. The officials should present the Blue Card to the head coaches which becomes the official warning for that contest. Head coaches are responsible for the behavior of their team and fan base.

Pro Tip

Move the start of the bench away from the scorer's table to create distance. Effectively this will move the coaching box farther away from the scorer's table and eliminate interactions near the division line. Inspect the team's bench setups in relation to the scorer's table.

RESPECT FOR THE GAME

The game of basketball should be conducted in an atmosphere of sportsmanship, fair play and respect for the game. As stated in NJB's mission, the goal is to keep the "welfare of the player first, foremost, and entirely free of adult lust for glory." Unsporting behavior detracts from the integrity of the game and can become a distraction. The growing trend in youth sports is unsporting behavior of the overzealous coach and bench personnel. It is our job as officials to **maintain the integrity of the game by addressing unsporting behavior** and issuing penalties when warranted.

The following behaviors that coaches or players display when interacting with an official are unsporting:

- ◆ Comments that undermine the integrity of an official.
- ◆ Personal, vulgar, or profane remarks or gestures toward an official.
- ◆ Demonstrative acts in resentment to a call or no call.
 - This includes, but is not limited to, waiving the arms, inappropriate gesturing, clapping at an official.
- ◆ Continuous or constant complaining/criticism directed to or about an official.
- ◆ Leaving the coaches box for an unauthorized reason.

Players and coaches can react to calls with which they disagree, provided the reaction is not overly demonstrative, disrespectful or prolonged. Heat of the moment reactions that are not demonstrative and dissolve quickly are common and should not be penalized.

CONFLICT RESOLUTION

Our goal should be to promote healthy and respectful relationships between players, coaches, and referees. When behaviors are leaning toward unsporting, it is the official's responsibility to address it before it becomes a bigger issue. Respectfully speak with the player or head coach about the behavior and inform them it is against the rules and will not be tolerated (this is effectively a warning).

As officials, we don't have to play an adversarial role with coaches and players. Relating on a human level makes for a much smoother and more enjoyable game. As outlined in the pre-game procedure, it is advantageous to learn the coach's names. When you do need to speak with a coach, address them by name and **be honest and respectful** about the situation.

"Hey Steve..."

"...I know you're excited right now, but waving your arms around every play is becoming distracting."

"...You're out of your coaches box quite a bit, can you help me out?"

"... whether you agree with the call or not, we can't have that kind of behavior today."

The Blue Card and technical fouls are excellent tools that allow officials to properly run the game, but they should be used **appropriately and effectively**. Each official will have their own style of how they deal with coaches, but it is imperative to handle situations by the book - don't let things get personal. Use this 3-step method to address unsporting behavior and manage difficult situations with coaches.

- Step 1 Talk.** Can you diffuse the situation? Sometimes coaches want to be heard and lending them an ear will help to deescalate a situation. Answer their question (if they have one), keep it short. Warn them about their behavior if you have to.
- Step 2 Walk.** If the unsporting behavior persists, create distance between yourself and the coach. Don't antagonize the situation. It doesn't look good to give a technical when you are standing right next to a coach.
- Step 3 Whack.** When steps 1 & 2 don't work, issue Blue Cards and technical fouls appropriately.

Don't shy away from issuing penalties, but allow them to be earned and know the consequence of your whistle.

SECTION

3

MECHANICS

SIGNAL CHART



Start Clock



Stop Clock



Stop Clock for Foul



Jump Ball



Directional Signal



Visible Count



3-Point Attempt Marked



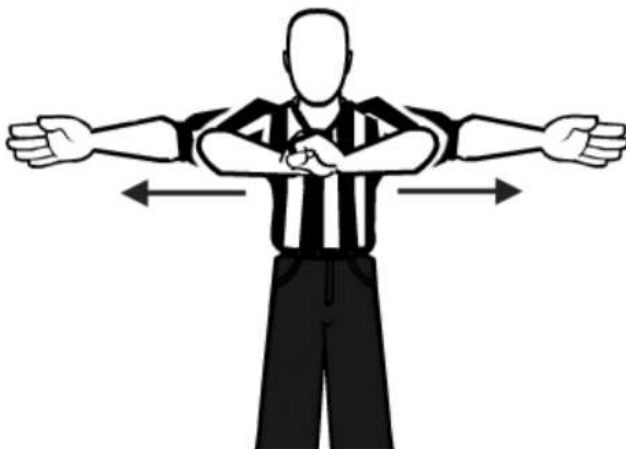
3-Point Scored



No Score - Waive off Basket



Score the Basket (after a foul)



Full Timeout

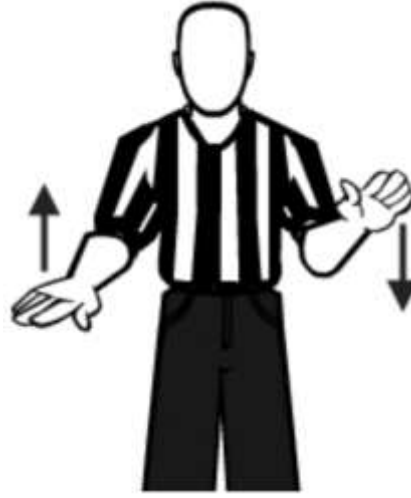


30-Second Timeout

VIOLATIONS



Travelling



Illegal Dribble



Palming / Carrying



3-Seconds in the Key



5-Second Violation



Over and Back

FOULS



Illegal Use of Hands



Hand Check



Holding



Blocking



Pushing



Player-Control / Offensive



Intentional Foul



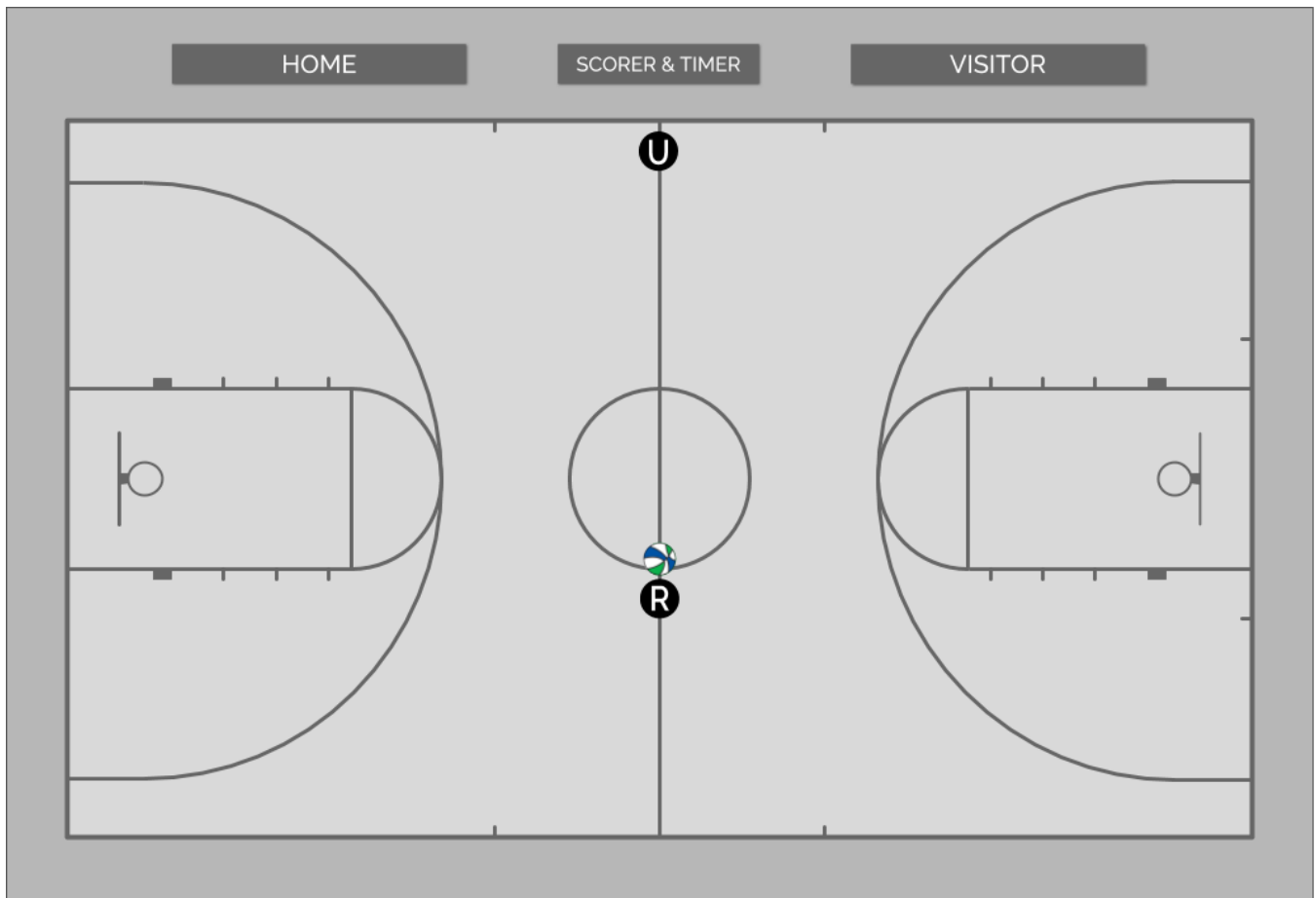
Double Foul



Technical Foul

DIVISION OF COURT & DUTIES

JUMP BALL



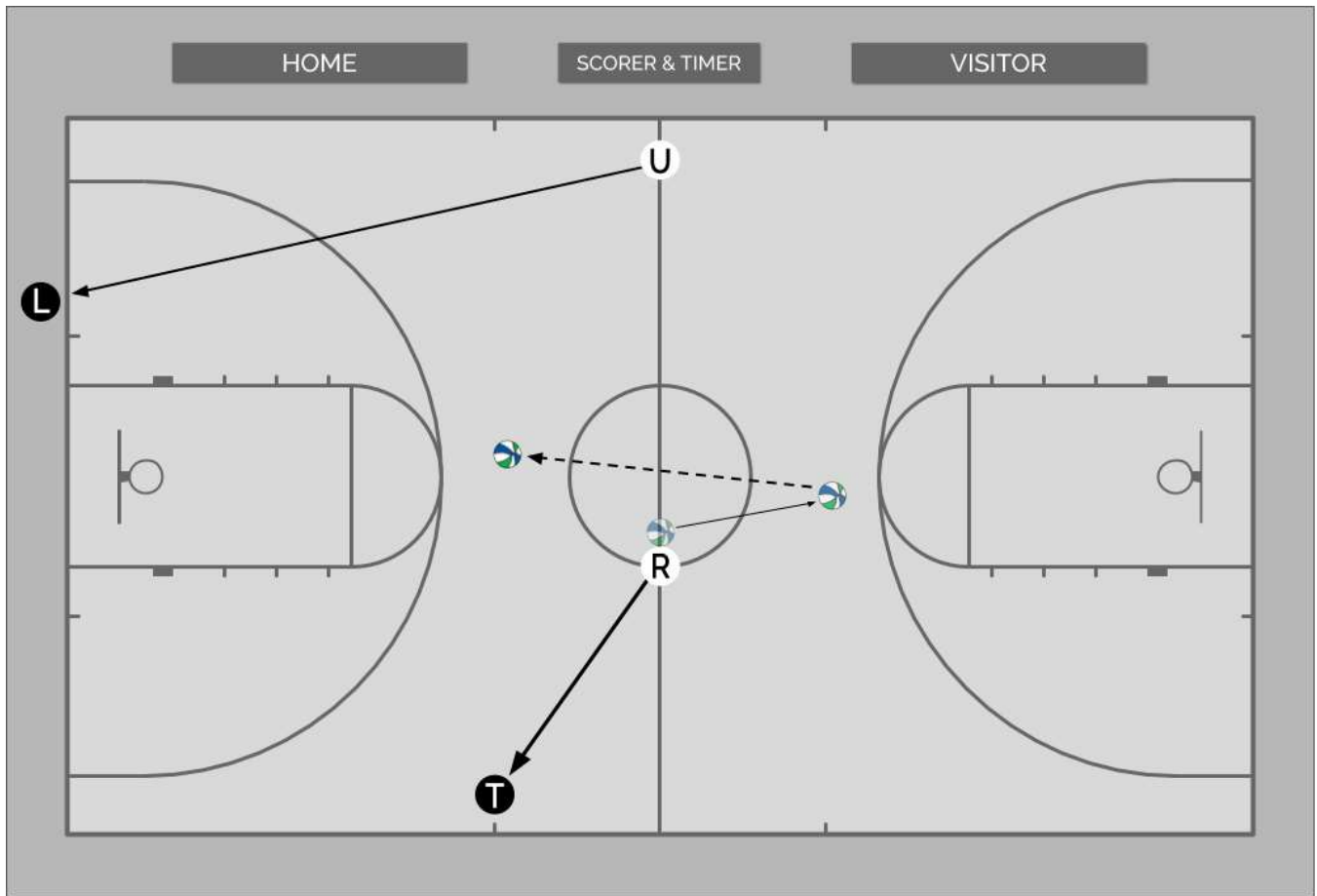
After the pre-game meeting with the coaches and checking in the players with the scorekeeper (if player participation is required), the **Referee** shall take the ball and move to the center circle opposite tableside and face the scorer's table.

The **Umpire** shall take the position tableside on the division line facing the center circle. Sound the whistle to beckon both teams onto the court and get ready for play.

Both officials are responsible for counting the players and making sure the correct number of players are on the court. After the Umpire ensures the scorer's table is ready to begin, the Referee should make eye contact with the Umpire before stepping into the center circle and administer the jump ball.

Before tossing the jump ball, make sure the jumpers are facing the basket away from their team's bench. Use preventive officiating by reminding the players outside the center circle to hold their spots, the jumpers to jump straight up and wait for the ball to reach its peak before tipping it.

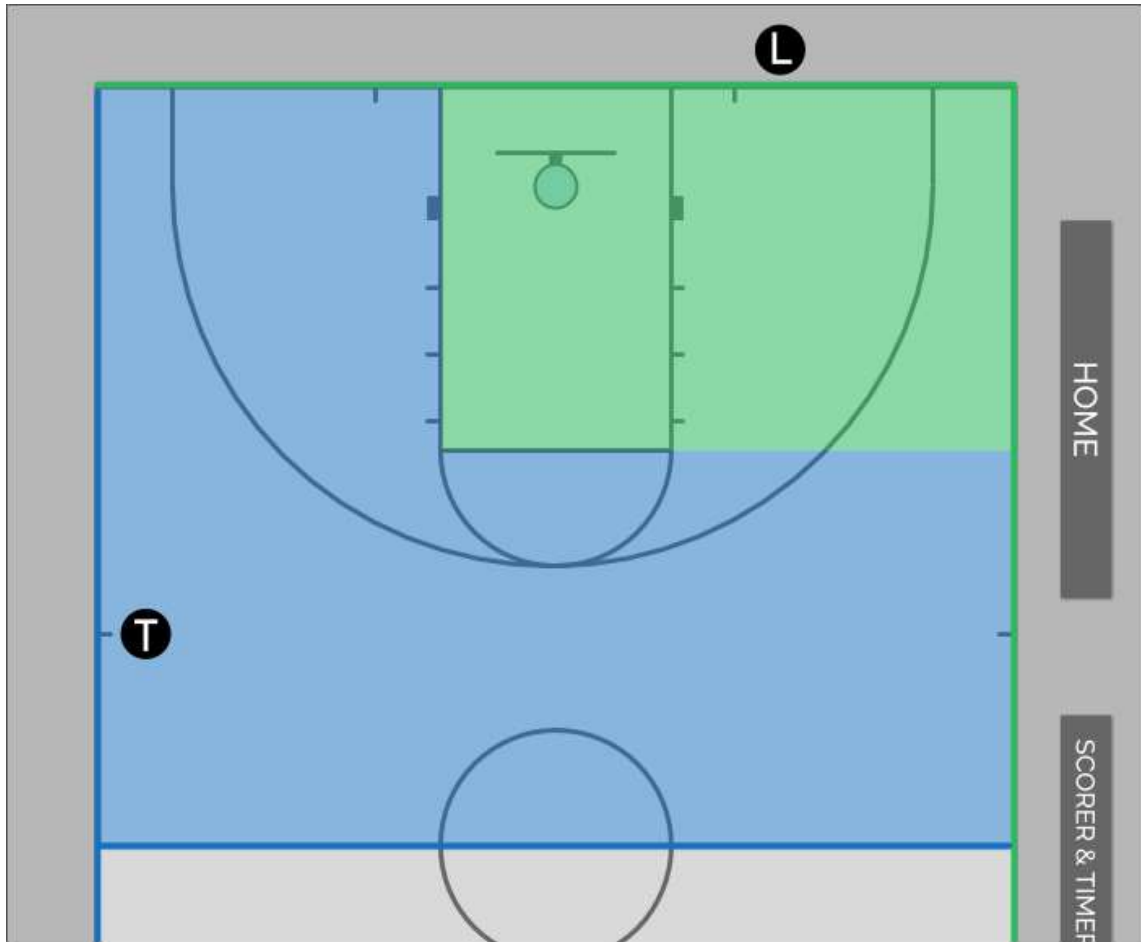
The Umpire must maintain a wide field of vision while the Referee administers the toss. Once the ball is tipped, the Umpire will signal to the scorer's table to start the clock.

AFTER THE JUMP BALL

After the jump ball is tipped and possessed by a team, the Umpire will move to become the lead. The Referee will hold momentarily and then move to the trail position as the ball moves up the court past the division line.

Both officials need to be ready to referee right from the tip and ensure the players move safely into the front court. Once a team secures the first possession, both officials will make sure the next alternating possession arrow faces the opposite team's basket.

PRIMARY AREA OF COVERAGE



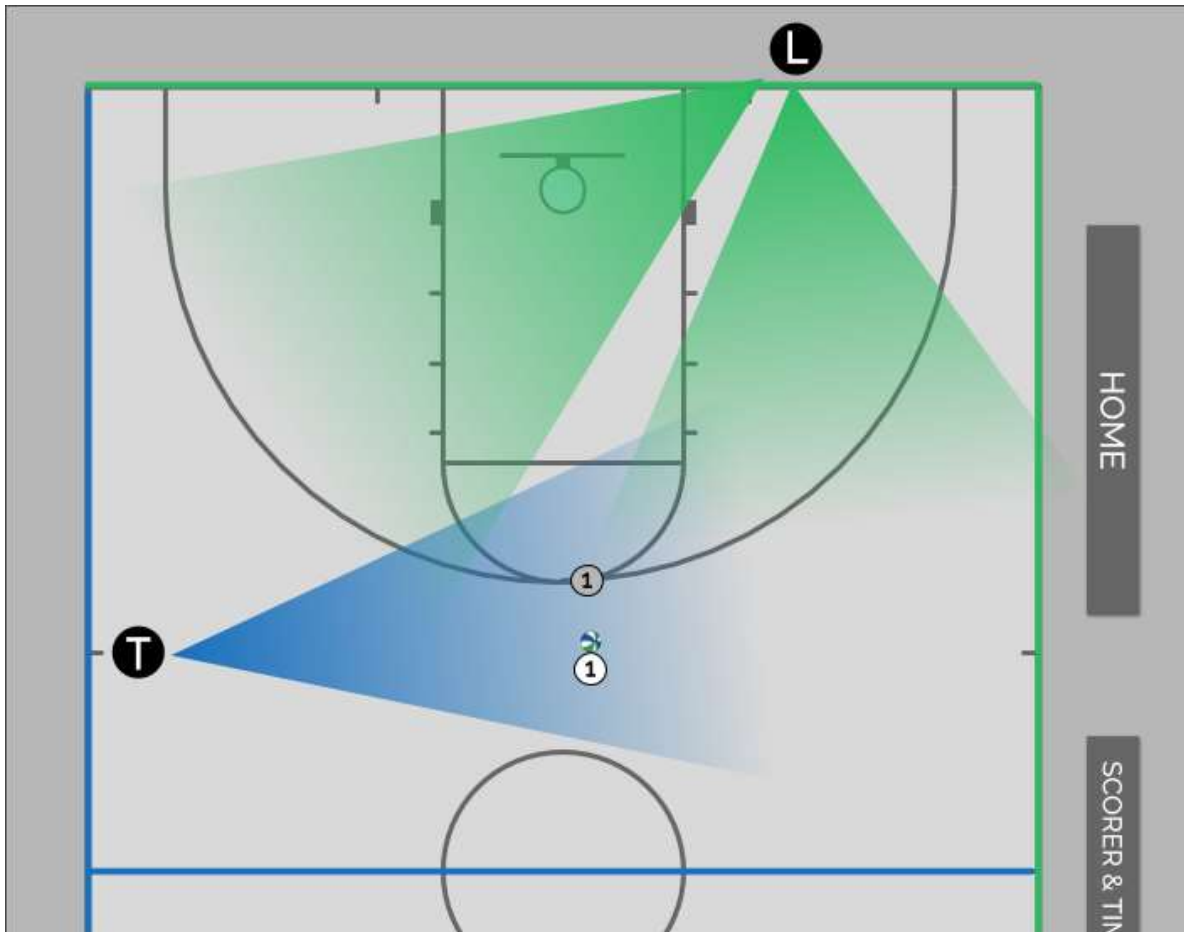
In the front court, each official has a primary area they are responsible for officiating as shown in the diagram above. The trail's is highlighted in **blue** and the lead's is in **green**. Although coverage areas are defined, these are general guidelines and there are areas which can be watched by both officials (commonly called "grey areas"). These grey areas typically occur along the lines of intersection which divide the coverage: the lane line closest to the trail and the free-throw line extended to the sideline closest to the lead.

Each official is also responsible for watching the boundary lines based on their position on the court. These lines are highlighted in the color associated with the official's primary area of coverage. The trail is responsible for the entire sideline closest to their side of the court and the division line. The lead is responsible for the entire endline and entire sideline closest to their side of the floor.

Note: If the ball goes out of bounds on the sideline opposite the trail but it is in the trail's primary, it is still the **lead's** responsibility to sound the whistle when the ball is out of bounds.

ON BALL VS OFF-BALL COVERAGE

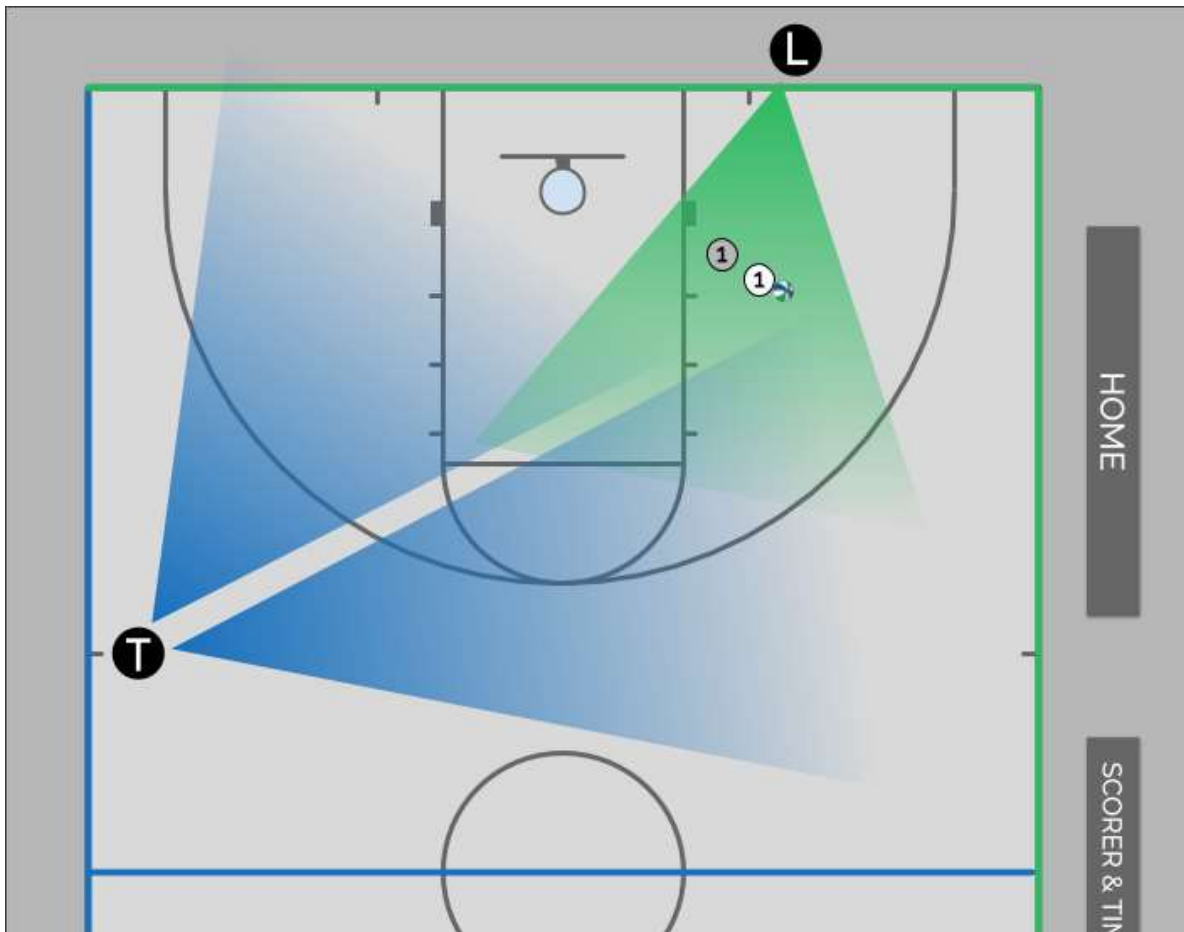
TRAIL ON BALL



Although both officials must always be aware of the location of the ball, only one official should be refereeing the **on-ball matchup**. The other official must expand their primary area of coverage and scan the floor for action areas and competitive matchups. This is called **off-ball officiating**.

In the diagram above, the trail is on-ball making sure to maintain an open look between the players. The lead shifts his field of vision to cover areas the trail is unable to see while still being cognizant of the ball. The off-ball official must be disciplined and refrain from “ball-watching” as this will result in two sets of eyes on the ball and none on the rest of the players.

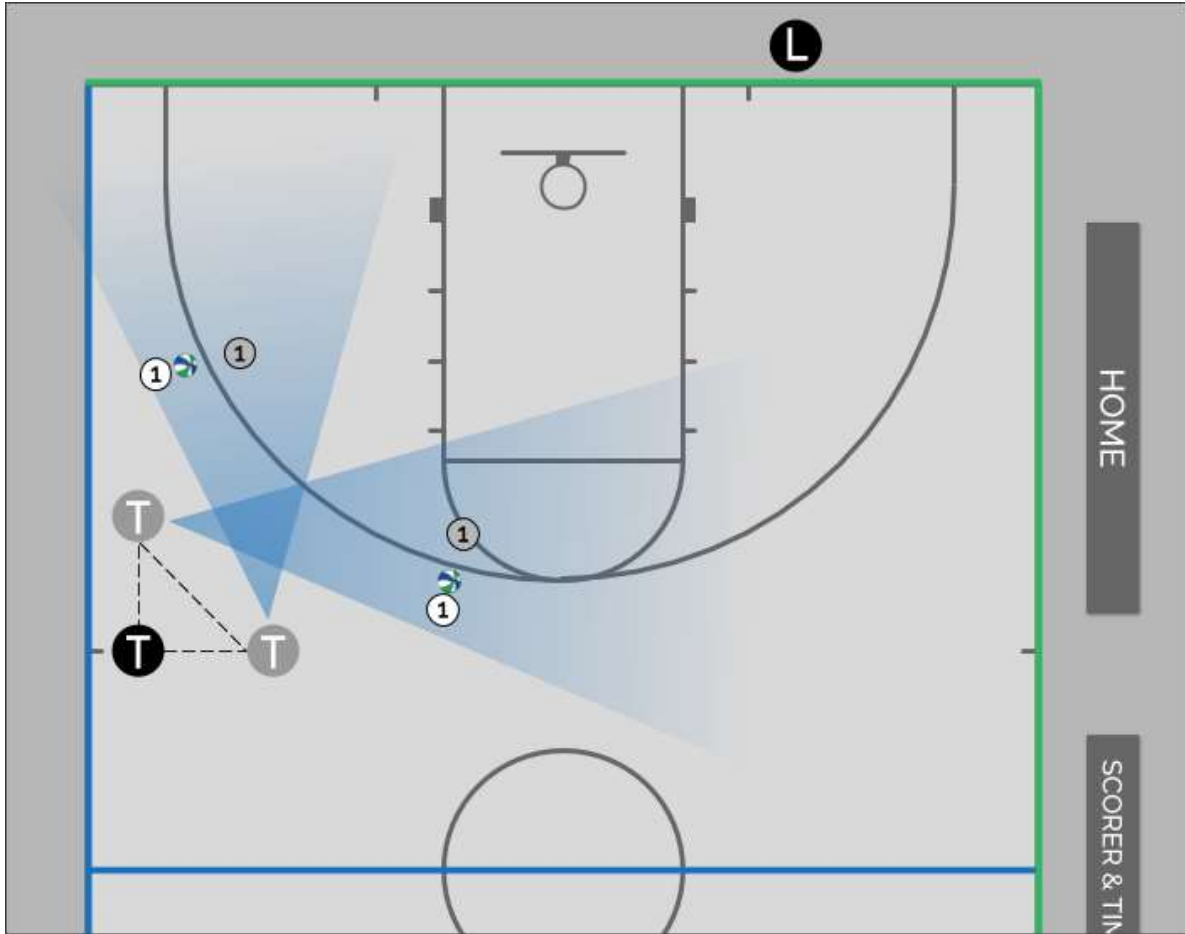
LEAD ON BALL



In the diagram above, the ball is in the lead's primary and the lead must focus their attention on the primary matchup. In these instances, the trail will shift their vision to looking off-ball and extend their coverage area.

Since basketball is a game of constant movement, the ball frequently moves between trail and lead primaries. As the ball leaves one official's primary to their partner's, it is vital for the crew to **communicate with body language**. When the ball moves into an official's primary and they are prepared to accept the matchup, they should turn their body towards the play signaling to their partner they have taken the on-ball matchup. The official releasing the play should recognize their partner has taken the match-up and focus their attention on off-ball coverage. There is usually some overlap in this transition, so the primary on-ball matchup is always covered.

TRAIL



The trail's home positioning is at the 28ft hashmark a step or two onto the court (not all courts have painted 28ft marks - 4ft above the top of the 3-point arc is comparable). As the name states, the trail should **"trail"** behind the play slightly as the ball moves up the court. Once the ball settles in the front court and the team begins their offence, the trail should take position at their homebase.

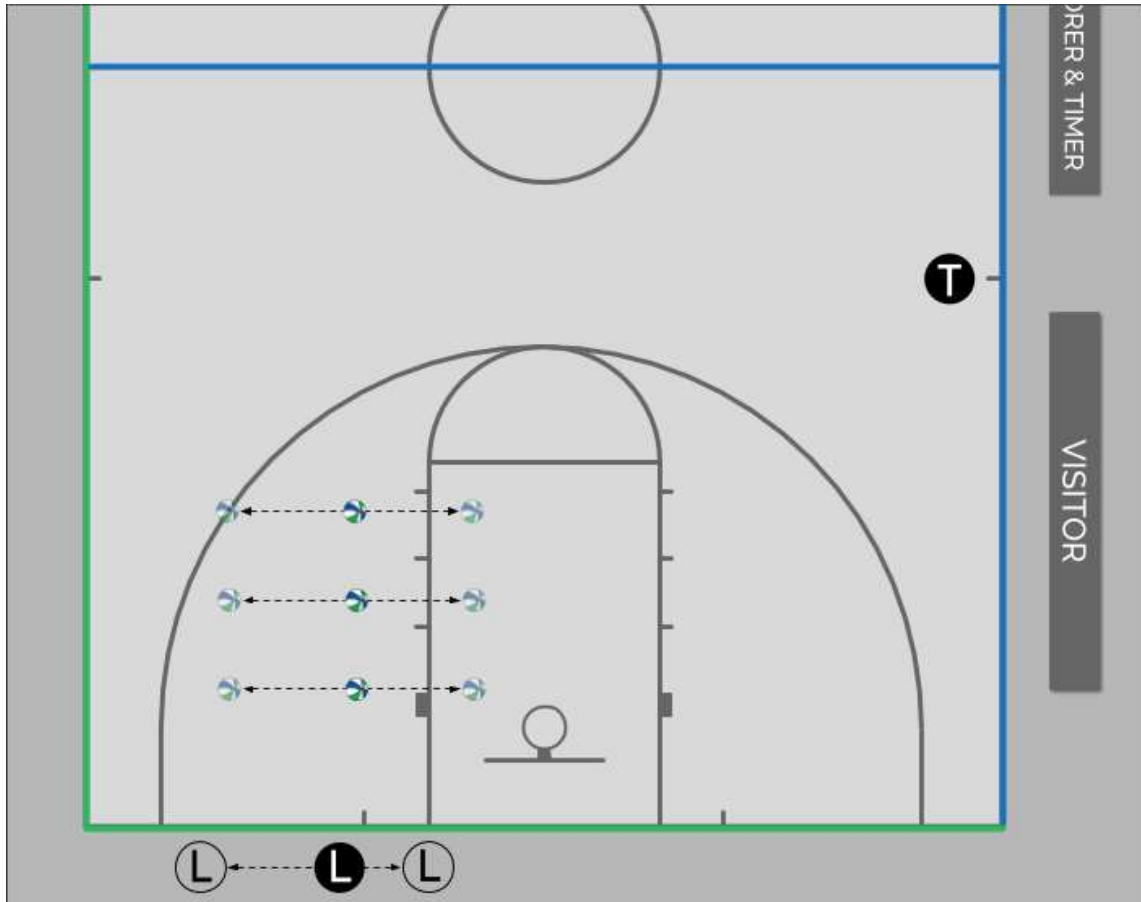
MOVEMENT

- ◆ **Sideline Oriented.** To maintain open looks the trail should move along the sideline trailing the movement of the ball.
- ◆ **Move to Improve.** The size of the trail's coverage and constant motion of the players require the trail to constantly adjust their position to see between matchups and referee the defense.

HELP PLAYS

- ◆ **Don't Bail as Trail.** When a shot goes up, don't immediately leave to become the new lead. Maintain your position to help with weakside rebounding action, then when the rebound is secured by the opposing team hustle to become the new lead
- ◆ **Trail-side Drives.** Drives to the basket that originate from the trailside are difficult plays to cover. The trail must remain connected to the play and officiate the primary defender all the way to the basket. The lead is responsible for secondary defenders that come from their primary.

LEAD



The lead's home position should be approximately 3ft outside of the lane line a step or two off of the court. A great rule of thumb is to face your chest toward the center of the free-throw line. This will allow for a big picture mentality and wider view of the lead's primary.

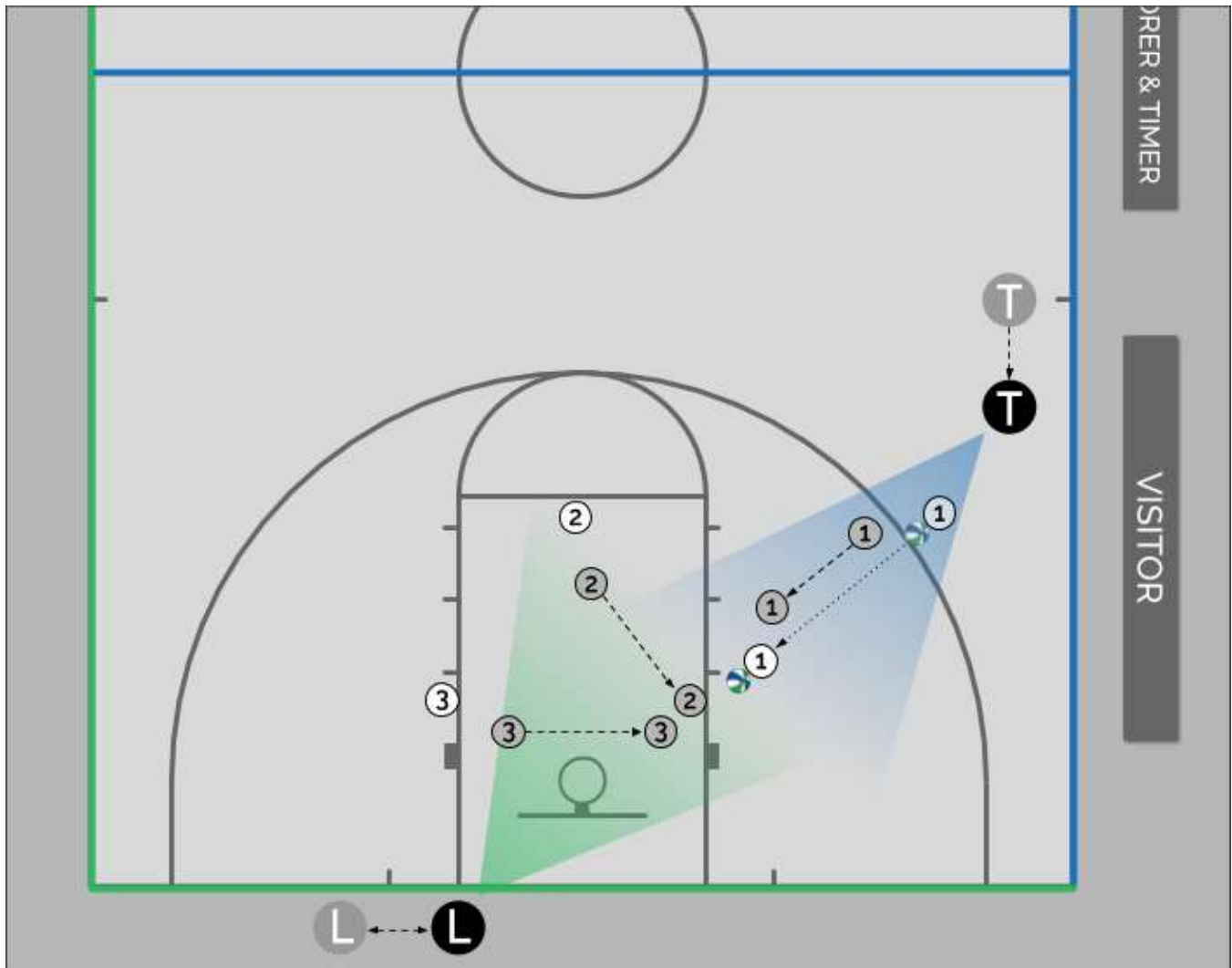
MOVEMENT.

- ◆ **Purposeful Movement.** Although the lead may not move as much as the trail, they must move with a purpose as they adjust to the play developing.
- ◆ **Mirror the Ball.** In general, the lead should strive to maintain an outside-in look at the play. Mirror the movement of the ball by moving toward the sideline when the ball goes out wide and moving toward the lane line when the ball goes to the trail's side of the court. Don't be exactly in line with the ball, but a step or two wider to maintain the outside-in look.

NON-VERBAL COMMUNICATION.

- **Accepting the Play.** Since the location of the ball typically begins in the trail's primary, the lead must signal to the trail when they are accepting the play and taking over on-ball coverage. This is done by opening the shoulders and facing the on-ball matchup.

SPLITTING DEFENDERS ON DRIVES

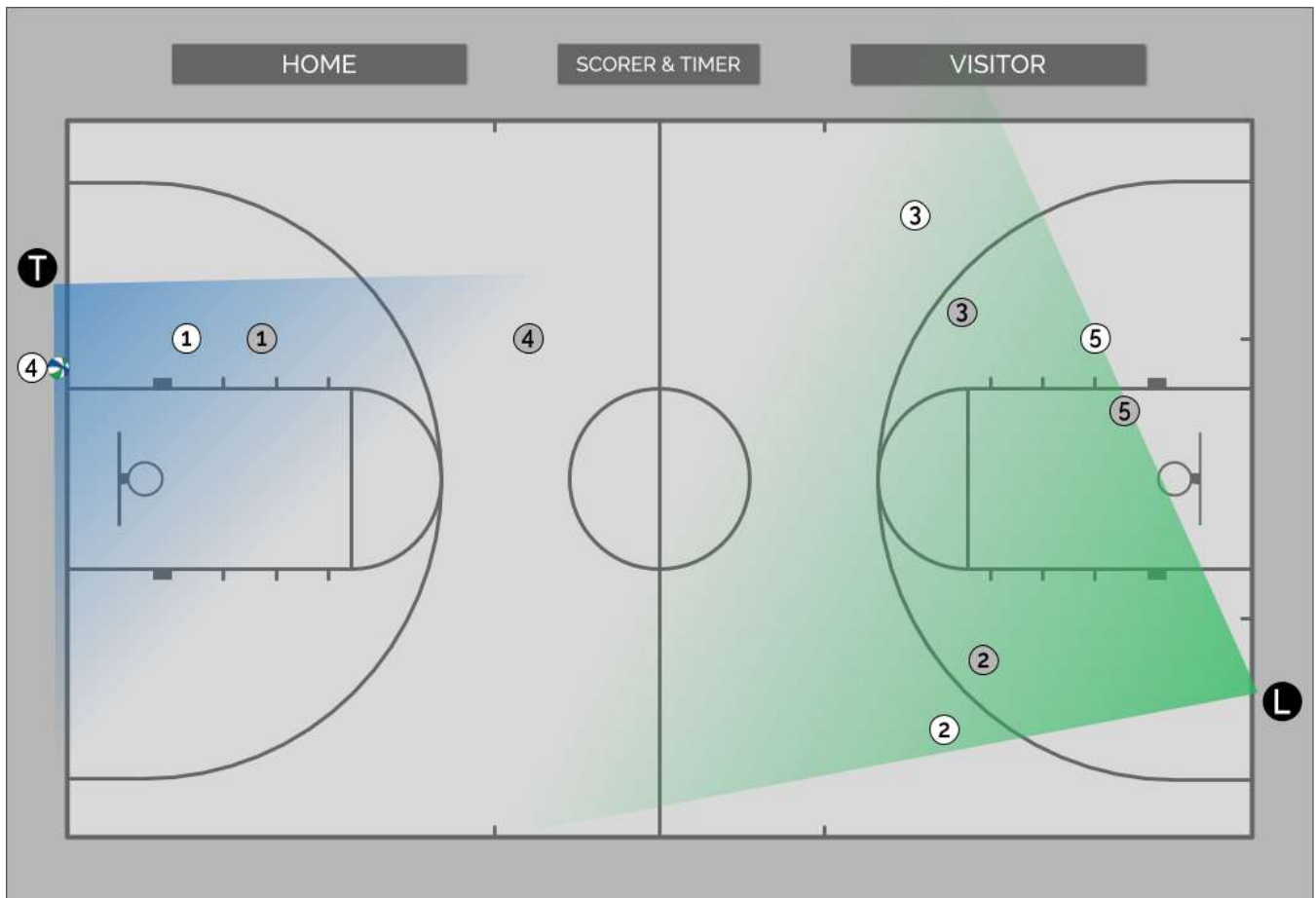


Drives to the basket often include multiple defenders with teammates moving to help the primary defender. Trail and lead split responsibility based on which **defender is in their primary**. In the diagram above, the ball handler drives past the primary defender on the trail's side. Defender #2 or #3 might be the teammate to provide help and become the secondary defender. Since defenders #2 and #3 are in the lead's primary, the lead has the best look to see their movement by closing down. The lead has primary responsibility to judge their legality on block/charge plays. The trail should take a step down to follow the play to the basket and watch the beaten primary defender for any illegal contact.

Since we want to referee the defense, officials will have the most accurate knowledge of the defenders that move within their respective primaries. In most cases, the **lead will take block/charge plays that involve a secondary defender**.

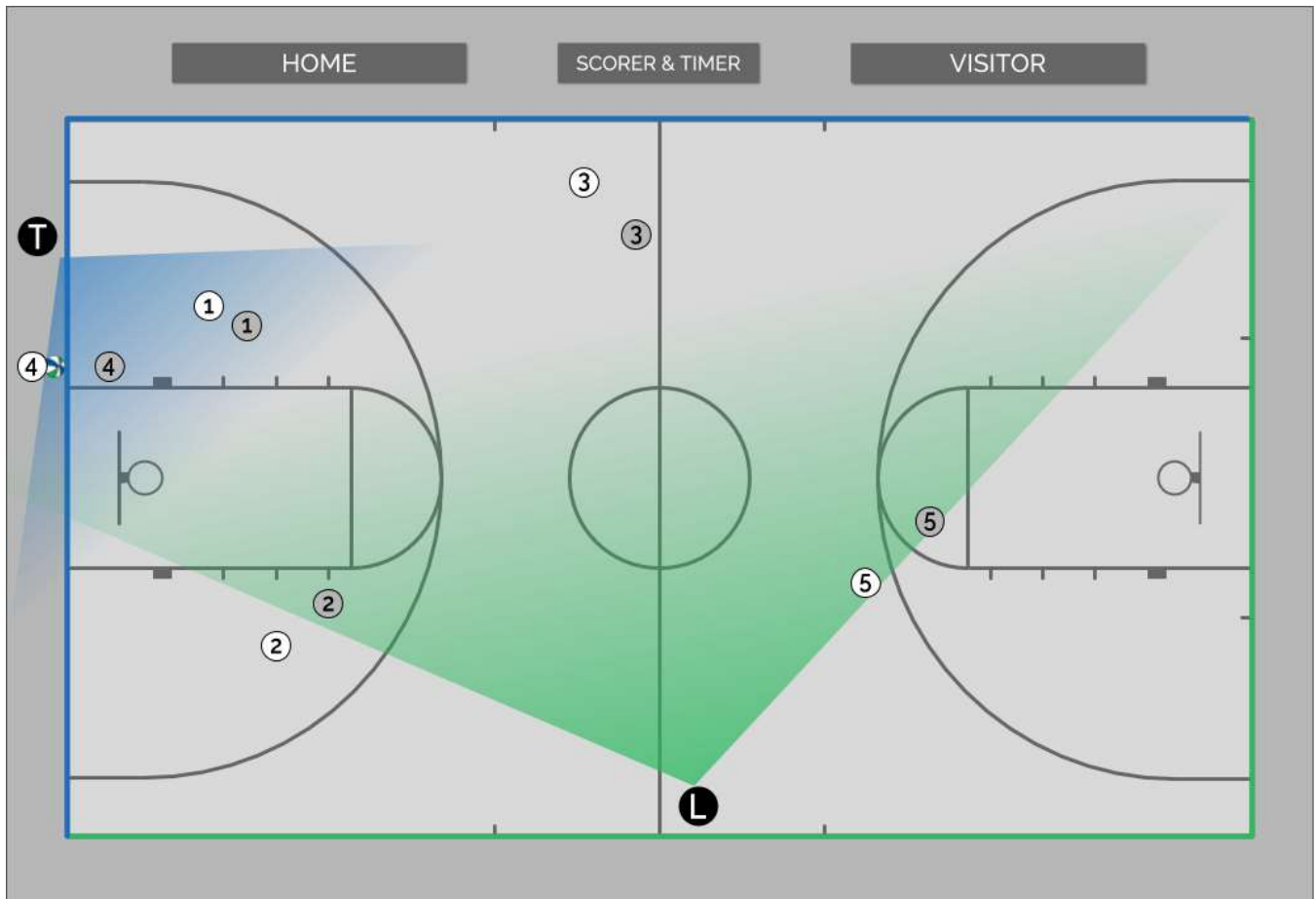
BRINGING THE BALL UP THE FLOOR

NO PRESSURE



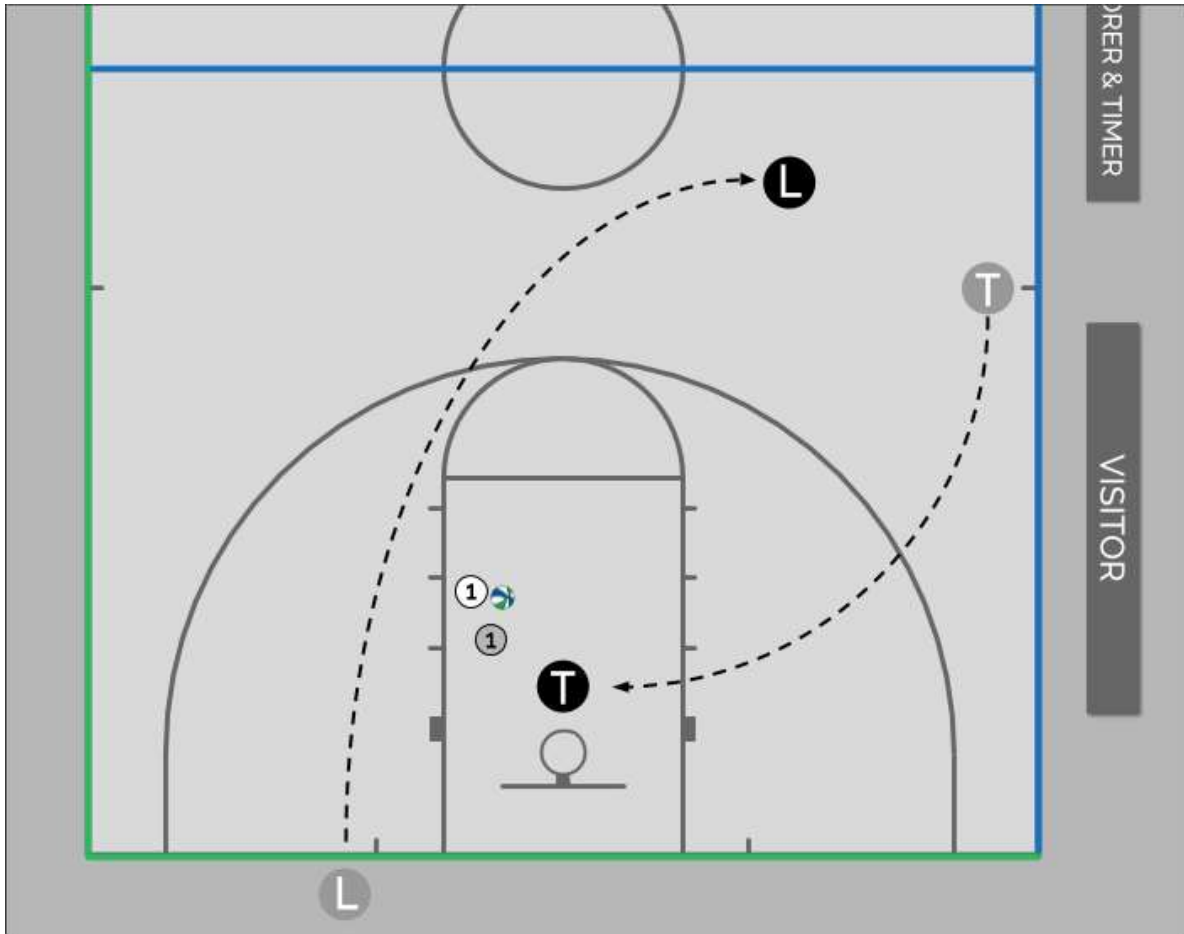
A common scenario is diagrammed above, the offense is taking the ball out of bounds in the backcourt to bring the ball up the court. With minimal to no pressure, the lead can hustle to the endline and keep the players boxed in. The lead must widen his vision and expand his primary to watch the players in the front court while the trail is refereeing the on-ball match-up. The trail must focus most of his attention on the on-ball match up (if there is on-ball pressure) and be aware of any impending screens or traps.

FULL COURT PRESSURE



In the diagram above, the defense is applying full court pressure. In these situations, the new lead should refrain from running to the endline and find a position around midcourt that allows for a wide angle of the spread players. The trail will still have responsibility for the in-bounder and on-ball match up but must have heightened awareness of possible traps and double teams.

PROCEDURE WHEN CALLING FOULS



REPORTING AREA

The reporting area is a general area about 10-15ft from the scorer's table where officials stop to communicate their foul call to the scorekeeper. The calling official always takes the tableside position after reporting the foul.

STEPS

- ◆ Sound a single, sharp whistle blast while raising your fist (open palm for violations) in the air with a vertical arm.
- ◆ Momentarily maintain your position to ensure play stops and there is no dead ball action that needs to be addressed.
- ◆ Communicate with your partner what your call is and the consequence (whether the result is 2 free throws or ball out of bounds).
- ◆ Hustle to the reporting area, stop and clearly communicate your call to the scorekeeper using your voice and signals.

SWITCH

The officials will be forced to switch positions when the lead calls a shooting foul. As shown in the diagram above, the lead calls a shooting foul in the lane. Both officials must hold their positions briefly to ensure there is no continuing action. Once the lead leaves his position moving towards the reporting area, the trail will move around the players in the opposite direction of the lead to keep the players in sight at all times. The officials have effectively switched positions with the lead becoming the new trail tableside, and the trail becoming the new lead preparing to administer the free-throws.

Note: When the trail calls a shooting foul, they report the foul in the reporting area and stay tableside. In these instances, a switch does not occur. NJB requires the calling official to finish tableside on ALL SHOOTING FOULS.

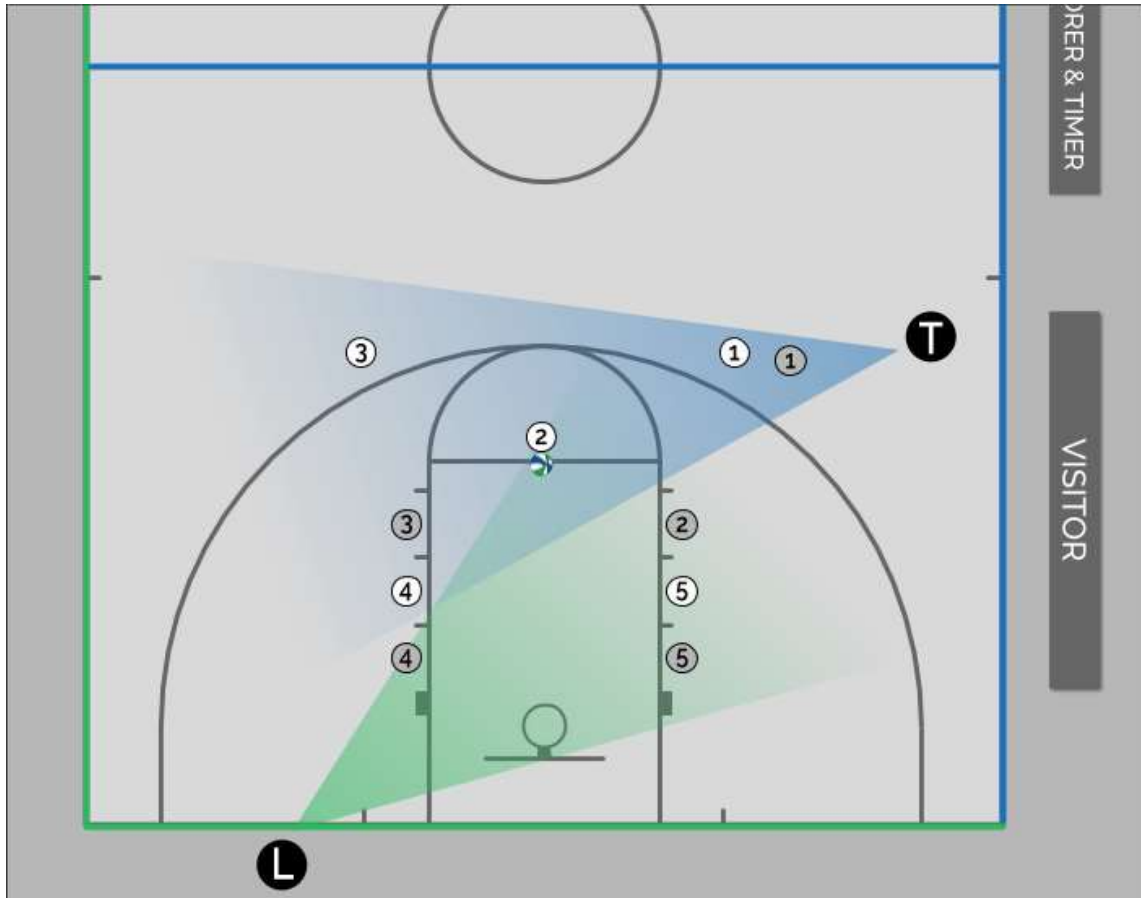
REPORTING PROCEDURE

It is important to be consistent in the reporting procedure when communicating with the scorer. Come to a complete stop, make eye contact with the scorekeeper, project a loud, clear voice and display direct signals. Use the process below to report the essential pieces of information. Take a slight pause between each step to enhance the clarity.

1. **Color.** Say the predominant color of the team's jersey that committed the foul.
2. **Number.** Say the complete number of the player while signaling the number using one or two hands.
3. **Infraction.** Say the type of foul committed and use the approved signal that corresponds with this foul.
4. **Consequence.** Say the result of the foul - 1, 2, 3 free-throws or the ball awarded out of bounds.

All Together: "Blue" – "Twenty-Two" – "Block" – "Two Shots"

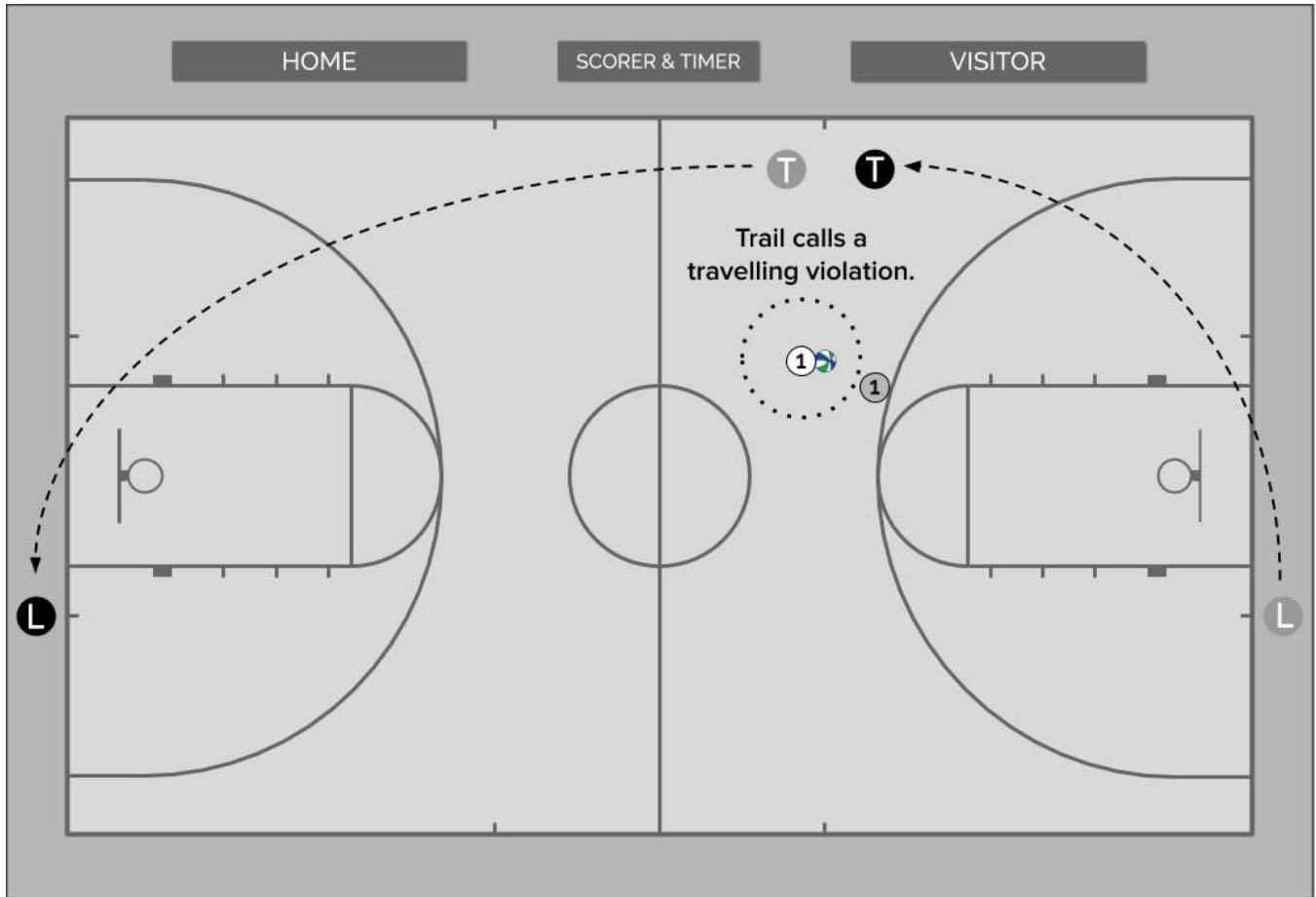
FREE-THROW COVERAGE



COVERAGE. The lead watches players on the opposite lane line (closer to the trail) for potential lane violations, etc. The lead also watches the lane space nearest the endline on the lane line nearest the lead. The trail watches players on the opposite lane line (closer to the lead) except the opposite low block area. The trail also watches the free thrower.

ADMINISTRATION. The lead administers all free-throws. As **lead**, look for late-arriving substitutes at the scorer's table and beckon them in if appropriate. Signal and verbalize the number of remaining free-throws, then back out into the homebase position along the endline. Before bouncing the ball to the free thrower, make sure there are no players moving into or leaving lane spaces. As **trail**, display a visible 10-second count with a finger flick using the outside arm. On the last free throw, the trail uses the "stop the clock" signals with open hand raised directly above the head immediately after the shooter releases the shot. If the shot is successful, lower the arm. If the shot is unsuccessful, chop the clock to start the time when the ball is legally touched by a player.

VIOLATIONS



Bump & Run is a mechanic used to move swiftly from the frontcourt after a violation (shown in diagram above). As a trail, when an offensive violation occurs in your area, stop the clock, signal the violation and the ensuing direction. After checking there are no dead ball situations, hustle down the floor to become the new lead opposite the side of the throw-in. The lead moves toward the spot of the throw-in and prepares to administer it. The lead “bumps” the trail down the floor becoming the new trail, and the trail “runs” down the floor to become the new lead. This same technique can be used when an offensive foul is called.

Throw-in. A spot throw-in is awarded at the point out of bounds nearest to where the violation or foul occurred (excluding technical and flagrant fouls). The location of the ensuing throw-in after a violation or foul determines the positions the officials take. The administering official stands outside of the player and away from the basket the offensive team will be attacking. Their partner will balance the floor by taking the position opposite the administering official.

SECTION

4

PHILOSOPHY

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 referees 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 a 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.

**“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.

HOW TO IMPROVE & ADVANCE

(by William Logue)

Improving your officiating skills and advancing your career are not the same, but they do share some steps. It would make sense that when your skills improve your career advances along with them, but just like any job there is more to focus on than just the job itself.

Advancing in officiating can mean different things: getting more games, getting “better” games, moving levels (JV to Varsity games), etc. Below are, in my opinion, the essentials a new or young referee should focus on to improve and advance.

LEARN THE RULES. This might seem obvious, but a lot of uncertainty in newer referees stems from not having a good understanding of the rules. Knowing the rules gives assurance to your decisions and instills confidence into your calls. It also helps when talking with coaches and players. Learning the terminology (such as ‘legal guarding position’) will allow you to communicate and answer questions effectively. Communicating with coaches and providing accurate rules-based responses is part of the job.

MECHANICS & SIGNALS. Know where to look and where to stand on the court. In my opinion, signals and mechanics are the two most important aspects for a new official to focus their attention on. Nothing makes a referee look like they don't belong more than not knowing where to stand and looking unsure in their movements. Most people can spot an obvious foul or violation, but mastering the signals and mechanics will make you look like a referee and enhance your believability. Study the basic mechanics and practice the signals off the court. Make a habit of watching other officials work (on TV and in person) paying attention to their signals and the presence they create on the floor. While still finding your own style, you can emulate other referees and the way they move on the court to see what works for you. Although you won't get it all at once, focus on 1 or 2 things each game you work to add skills. A strong presence and crispy signals will take you a long way.

ATTITUDE. As a young or new official, partners will tend to offer up advice and tricks of the trade. Listen to what veterans have to say; they have the wisdom of experience. You may not agree with everything they say or hear contradictory information, but just listen and take in the information. Maintain a positive attitude when working with others and working your games. Staying positive and having a desire to learn greatly increases your chances of connecting with the right people and succeeding in officiating. Don't be afraid to ask questions.

NETWORK. Networking is especially important if you are focused on advancing your career. Working hard won't always get you noticed, you need to put yourself out there, meet new people, and introduce yourself to assignors. A great way to get your name out there is to join a high school basketball officiating unit. This will allow you to interact with other referees (some of which are working higher levels you eventually want to get to). It is beneficial to have mentors you can talk to about plays, rules, and game situations. It is difficult to navigate the officiating world as a lone wolf. Surrounding yourself with good people and like-minded referees makes the experience much more enjoyable.

SECTION

5

ADMINISTRATIVE INFORMATION

POLICIES & PROCEDURES

I. REFEREE CERTIFICATION

- A. Certification - Every referee shall register via the Arbiter website, pay membership fees, and attend the appropriate NJB National Clinic and a local area clinic. Referees must qualify each season and pass a yearly background check.
- B. Membership Fees - Every referee shall pay a determined amount to belong to the local Sectional Referee Program. This fee will be determined by the NJB Headquarters and the Sectional Referee Coordinator.
- C. Contract Labor - **All referees are independent contractors.** Referees are not employees of National Junior Basketball or its chapters.

II. SCHEDULING OF SERVICES

- A. Scheduling is to be done by the local Referee Coordinator or NJB Headquarters.
- B. Arbiter
- C. Referees are usually given sets of 2 through 4 games per day.
- D. Games are primarily played on Saturdays and Sundays and are scheduled for 1 hour and 5 minutes; however, game times may vary.
- E. Games will be assigned in advance.
- F. Referees may call any Referee Coordinator to pick up any available game for the coming week if they first contact their District Referee Coordinator.
- G. Referees may be asked occasionally to work games out of their particular "district".

III. GAME CHANGES

- A. Game Cancelled After Start - Whenever a scheduled game is started and then cancelled because of light failure, weather, or other circumstances, each referee shall receive a full game fee.
- B. Game Change - If the date, time, or location of any NJB game is changed after assignments have been completed, it shall be the responsibility of the chapter to notify the Referee Coordinator immediately.
- C. Failure to Notify of Change - When a scheduled game, date, or site is changed and the Chapter fails to notify the Referee Coordinator and referees arrive at the site of the game and there is no game; the referees shall receive half the fee.
- D. Removal of Referee - After a referee has accepted an assignment, the chapter may request the removal of a referee if deemed necessary. If the referee arrives at the game and is asked to leave, then one game fee must be paid.

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 may be assessed. Fee will be paid to the Referee Coordinator within one (1) week.
- C. If you can find your own replacement, no penalty will be assessed, 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. PAYMENT FOR SERVICES

- A. Referees are paid \$20 - \$30 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. Referees shall work a controlled scrimmage or practice, at the request of the coach.
- D. Referees who arrive late for their game may 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 emailed to your Referee Coordinator or NJB Headquarters.

VI. "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 Thursday of that week.

- A. There are two types of "no-show" (NS) referees:
 - a. The referee who NS but calls.
 - b. 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:
 - a. 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.
 - b. 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.
 - c. NS Referee will be put on probation and subject to having their rating lowered.
 - d. The same penalties for NS will apply to all games assigned by the National Office.

VII. 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.

VIII. PROPER OFFICIATING ATTIRE...LOOK PROFESSIONAL!

- A. Referees are to wear the gray NJB referee shirt. Shirts are always to be tucked into the pants.
- 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.)

IX. 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. Switch positions on shooting fouls.
- F. 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.
- G. 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.

X. 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 regarding 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.

EJECTION PROCEDURE

1. The referee informs the site director that a coach or fan has been ejected.
2. After the game, the referee contacts their District Referee Coordinator and reports ejection(s). The game referees are to write a professional report of the incident and email the NJB Headquarters info@njbl.org or Sectional Referee Coordinator within 12 hours.
3. The Referee Coordinator 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.

REFEREE COORDINATORS

Chapter

Aliso Viejo - Laguna Niguel - San Clemente
 Anaheim - La Mirada - Long Beach
 Anaheim Hills - Yorba Linda
 Brea - Fullerton - La Habra
 Chino Valley - Diamond Bar - Walnut
 Covina Valley - Hacienda Heights
 Cypress - Los Alamitos
 Huntington Beach
 Newport Mesa
 Ladera Ranch - Tustin
 Lake Forest - Rancho Santa Margarita
 Riverside
 Villa Park
 Whittier

Referee Coordinator

Dave Moreno
 Ryan Parris
 Quintin McKenzie
 Tom Carter
 Jerome Lacey
 Al Griffin
 Ramon Alvarado / Ryan Parris
 Troy Jemerson
 Mike O'Connor
 Sean Murphy
 Gino Osborne
 Craig Hanks
 John Penir
 Mike Davis