

# **COLLEGIATE OFFICIALS ASSOCIATION**

## **2011-2012 OFFICIAL'S GUIDELINES AND POLICIES**

### **ASSIGNMENTS**

**MAKE SURE YOU ALWAYS CHECK YOUR ASSIGNMENTS FOR DATE, TIME AND PARTNERS; IT IS THE U2'S RESPONSIBILITY TO CONFIRM THE ASSIGNMENT ON THE SCHOOL'S WEBSITE ONE WEEK PRIOR AND IF THERE IS A DISCREPANCY CONTACT OUR SUPERVISOR, RON TYBURSKI, IMMEDIATELY.**

### **ATTIRE**

**BUSINESS CASUAL IS ACCEPTABLE FOR EVERYONE AND NO JEANS.**

### **COMMUNICATION**

**REFEREES CONTACT THE UMPIRES NO LATER THAN 48 HOURS PRIOR TO THE GAME DATE. CONFIRM THE FOLLOWING: (1) THE THREE OF YOU ARE STILL ON THE GAME AND NO CHANGES HAVE TAKEN PLACE; (2) MAKE SURE ALL HAVE THE SAME TIP TIME AND (3) MAKE TRAVEL PLANS ESPECIALLY IF THERE ARE WEATHER ISSUES, ETC. IF REFEREE DOES NOT CONTACT UMPIRES IN THIS TIME FRAME, THE UMPIRES MUST NOTIFY RON TYBURSKI IMMEDIATELY.**

### **ARRIVAL**

**ARRIVE AT THE GAME SITE AT LEAST 75 MINUTES BEFORE THE START OF THE GAME AND DO EVERYTHING TO TRAVEL TOGETHER. KEEP YOUR CELL PHONES ON UNTIL ALL OFFICIALS ARE ON SITE.**

### **EMERGENCY**

**IF YOU SHOULD HAVE AN EMERGENCY TRAVELING TO THE GAME PLEASE CALL THE SCHOOL IMMEDIATELY USING THE EMERGENCY NUMBERS**

### **WEATHER RELATED PROTOCOL**

**REFEREE IS TO CALL THE SITE ATHLETIC DIRECTOR THE MORNING OF THE GAME AND ESTABLISH A COMMUNICATION PROCEDURE FOR THE REMAINDER OF THE DAY AND MAKE SURE THEY HAVE YOUR CELL NUMBER. CONTINUALLY MAKE UPDATES WITH YOUR CREW AND THE ATHLETIC DIRECTOR.**

**ON ABNORMAL DAYS WITH SNOW GIVE YOURSELF AMPLE TIME TO ARRIVE AT YOUR SITE; JUST EXPECT THE WORST IN THESE SITUATIONS, SO GIVE YOURSELF PLENTY OF TIME.**

**ON THE MOST TREACHEROUS DAYS EXPECT LAST MINUTE CHANGES TO PUT PEOPLE CLOSER TO THEIR GAME SITES AND AT THE SAME UNDERSTAND MOVES LIKE THIS ARE NOT ALWAYS POSSIBLE.**

**WE ARE RESPONSIBLE FOR PROVIDING OFFICIALS TO OUR MEMBER SCHOOLS,  
BE PREPARED TO GO ABOVE AND BEYOND WHAT IT TAKES TO GET TO THE SITE.**

#### **GAME SITE**

**ONCE YOU ARE AT THE GYM NOTIFY THE ATHLETIC DIRECTOR OR GAME  
MANAGER THAT YOU HAVE ARRIVED AND GO DIRECTLY TO YOUR DRESSING  
ROOM**

#### **PRE-GAME**

**YOU MUST HAVE A PRE-GAME AND POST-GAME CONFERENCE ON ALL GAMES  
WHICH WILL BE LEAD BY THE REFEREE**

#### **UNIFORM**

**SOLID BLACK SHOES, BELTLESS BLACK PANTS, BLACK AND WHITE STRIPED  
SHIRT WITHOUT A COLLAR AND THE APPROVED CCA BLACK PRE-GAME  
JACKET, USA FLAGS CAN BE WORN ON THE LEFT SLEEVE TWO INCHES ABOVE  
THE BLACK HEM**

#### **LOCKER ROOM**

**NO ONE IS PERMITTED IN YOUR DRESSING AREA EXCEPT IF IT'S NECESSARY  
FOR THE OBSERVER TO COME IN AFTER THE GAME**

#### **ARRIVAL ON THE FLOOR**

**ALL THREE OFFICIALS MUST BE ON THE FLOOR THIRTY MINUTES BEFORE TIP  
AND THE REFEREE MUST BE AT THE TABLE 12 MINUTES PRIOR TO THE START**

#### **SHAKING HANDS**

**APPROXIMATELY AT ONE MINUTE PRIOR TO THE START OF THE GAME GO  
OVER AND SHAKE HANDS WITH THE COACHES BEGINNING WITH THE VISITING  
TEAM, DO NOT CALL COACHES BY THEIR FIRST NAME, USE "COACH".**

#### **SUBSTITUTES**

**FOLLOW YOUR CCA MANUAL FOR SUBSTITUTIONS.**

#### **THROW-IN**

**OFFICIALS MUST SWEEP THE FLOOR TO SEE THAT FELLOW OFFICIALS ARE  
READY AND IN POSITION, DO NOT PUT THE BALL IN PLAY IF YOUR PARTNERS  
ARE NOT READY (YOU DO NOT WANT TO MAKE OUR VIDEO CLIPS)**

#### **BENCH DECORUM**

**IF YOU GIVE A WARNING TO A PLAYER AND/OR BENCH PERSONNEL TELL YOUR  
PARTNERS, IF THE COACH IS OUT OF THE BOX AND COACHING GIVE THEM ONE**

**WARNING, IF THEY ARE OUT OF THE BOX AND NOT COACHING IT'S A TECHNICAL FOUL**

## **TIME OUTS**

**FOLLOW YOUR CCA MANUAL AS IT RELATES TO TIME-OUTS**

## **POST GAME**

**LEAVE THE FLOOR IMMEDIATELY AND GO DIRECTLY TO YOUR LOCKER ROOM AND GET OUT OF THE BUILDING AS SOON AS POSSIBLE, DO NOT TALK TO THE PRESS OR ANYONE, OUTSIDE OF YOUR PARTNERS, ABOUT THE GAME**

## **TECHNICAL FOULS**

**IN ANY ECAC/AMCC MEN'S OR WOMEN'S GAMES WHEN A TECHNICAL FOUL IS CALLED ON A PLAYER OR COACH THE CALLING OFFICIAL MUST FILE A REPORT BY GOING TO [www.ecac.org](http://www.ecac.org). THEN SELECT "Officiating", NEXT CLICK ON "Basketball Ejection Report" AND THIS WILL TAKE YOU TO THE REPORT. INFORMATION FOR THIS REPORT WILL INCLUDE: GAME DATE, VISITING TEAM, HOME TEAM, SITE, MEN'S OR WOMEN'S GAME, NAMES OF PLAYERS AND/OR COACHES AND THE REASONS AND/OR RATIONALE FOR THE TECHNICAL FOUL.**

## **EJECTIONS**

**IN ANY ECAC/AMCC MEN'S OR WOMEN'S GAME WHEN AN EJECTION OCCURS ON A COACH OR PLAYER THE CALLING OFFICIAL MUST FILE A REPORT BY GOING TO [www.ecac.org](http://www.ecac.org). THEN SELECT "Officiating", NEXT CLICK ON "Basketball Ejection Report" AND THIS WILL TAKE YOU TO THE REPORT. INFORMATION FOR THIS REPORT WILL INCLUDE: GAME DATE, VISITING TEAM, HOME TEAM, SITE, MEN'S OR WOMEN'S GAME, NAMES OF PLAYERS AND/OR COACHES AND THE REASONS AND/OR RATIONALE FOR THE EJECTION. CALL THE SUPERVISOR, RON TYBURSKI ON HIS CELL PHONE, IMMEDIATELY AFTER THE GAME.**

## **FIGHTING INCIDENTS**

### **ECAC**

- \* TECHNICAL FOUL(S) ARE CALLED ON PLAYER(S) INVOLVED**
- \* THESE PLAYER(S) ARE EJECTED FROM THE GAME AND MUST LEAVE THE PLAYING AREA BEFORE THE GAME IS RESTARTED**
- \* THE CALLING OFFICIAL DOCUMENTS THE EJECTION FOR FIGHTING IN THE OFFICIAL SCOREBOOK**
- \* THE CALLING OFFICIAL CONTACTS THE SUPERVISOR, RON TYBURSKI, ON HIS CELL PHONE NO LATER THAN MIDNIGHT ON THAT DAY OF THE INCIDENT**
- \* THE CALLING OFFICIAL SUBMITS A REPORT TO ([www.ecac.org](http://www.ecac.org)) WITHIN 24 HOURS OF THE GAME USING THE EJECTION REPORT**
- \* THE ECAC DIRECTOR OF BASKETBALL OFFICIATING WILL FAX A COPY OF THE EJECTION FOR FIGHTING REPORT TO THE LEAGUE COMMISSIONER AND THE ATHLETIC DIRECTORS OF THE COMPETING TEAMS**

- \* ALL THREE OFFICIALS MUST SEND AN EMAIL IMMEDIATELY WITH AN EXPLANATION OF THE DETAILS TO THE SUPERVISOR, RON TYBURSKI.

### ALL OTHER COA GAMES

#### TECHNICAL FOULS

WHEN A TECHNICAL FOUL IS CALLED ON A PLAYER OR COACH THE CALLING OFFICIAL MUST EMAIL RON TYBURSKI BY NOON THE NEXT DAY. INFORMATION FOR THIS REPORT WILL INCLUDE: GAME DATE, VISITING TEAM, HOME TEAM, SITE, MEN'S OR WOMEN'S GAME, NAMES OF PLAYERS AND/OR COACHES AND THE REASONS AND/OR RATIONALE FOR THE TECHNICAL FOUL.

#### EJECTIONS

WHEN THERE IS AN EJECTION ON A PLAYER OR COACH THE CALLING OFFICIAL MUST CALL RON TYBURSKI ON HIS CELL PHONE IMMEDIATELY AFTER THE GAME AND EMAIL HIM THE NEXT DAY BY NOON. THIS REPORT WILL INCLUDE: GAME DATE, VISITING TEAM, HOME TEAM, SITE, MEN'S OR WOMEN'S GAME, NAMES OF PLAYERS AND/OR COACHES AND THE REASONS AND/OR RATIONALE FOR THE TECHNICAL FOUL FOR THE EJECTION.

#### FIGHTING INCIDENTS

- \* TECHNICAL FOUL(S) ARE CALLED ON PLAYER(S) INVOLVED
- \* THESE PLAYER(S) ARE EJECTED FROM THE GAME AND MUST LEAVE THE PLAYING AREA BEFORE THE GAME IS RESTARTED
- \* THE CALLING OFFICIAL DOCUMENTS THE EJECTION FOR FIGHTING IN THE OFFICIAL SCOREBOOK
- \* THE CALLING OFFICIAL CONTACTS THE SUPERVISOR, RON TYBURSKI, ON HIS CELL PHONE NO LATER THAN MIDNIGHT ON THAT DAY OF THE INCIDENT
- \* ALL THREE OFFICIALS MUST SEND AN EMAIL IMMEDIATELY WITH AN EXPLANATION OF THE DETAILS TO THE SUPERVISOR, RON TYBURSKI.

#### REFEREE GAME REPORT

REFEREES ARE REQUIRED TO COMPLETE A REFEREE REPORT WITHIN 72 HOURS OF THE COMPLETION OF THE GAME. WHEN YOU ARE THE REFEREE GO TO ARBITER AND SELECT YOUR "Schedule" (YOU MUST BE IN COA ARBITER #102346 TO HIT THE SUBMIT BUTTON; BEFORE YOU START YOUR REPORT MAKE SURE YOU HAVE A SUBMIT BUTTON), AFTER THE GAME A SOLID RED "R" WILL APPEAR IN THE SECOND COLUMN UNDER "Notes"; CLICK ON THAT "R" AND THE REPORT WILL OPEN. ENTER THE SCORE OF THE GAME, SELECT IF YOUR PARTNERS WERE (1) "On Time", (2) "Late" OR (3) "No Show"; AND THEN UNDER "Comments" REPORT EVERYTHING IMPORTANT ABOUT THE GAME.

THE REPORT MUST HAVE QUALITY INFORMATION; INCLUDE ALL FACETS OF THE GAME (DRESSING ROOM, FACILITY, GAME FLOOR, SCORER'S TABLE, SECURITY, SITE MANAGEMENT, YOU AND YOUR PARTNER'S POSITIVE AND NEGATIVE

**PERFORMANCES, TECHNICALS, EJECTIONS AND ANY PERTINENT INFORMATION ABOUT THE GAME)**

**AT MIDNIGHT ON THE DAY OF YOUR GAME THE SCHEDULE MOVES TO THE NEXT DAY AND ALL PREVIOUS GAMES MOVE OFF THE SCREEN. IN ORDER TO SEE YOUR ENTIRE SCHEDULE GO TO THE LEFT COLUMN AND UNDER "Display" CLICK ON THE BOX "Show All" AND THEN YOU WILL SEE ALL OF YOUR GAMES.**

#### **GAME DAY EMERGENCY COMMUNICATION CHAIN**

**IF IT BECOMES NECESSARY FOR YOU TO CONTACT THE SUPERVISOR, RON TYBURSKI, WITH A GAME DAY EMERGENCY AND YOU ARE NOT ABLE TO GET IN TOUCH WITH HIM THEN CALL RICH KOTARSKY AND IF YOU ARE NOT SUCCESSFUL THERE THEN CONTACT JIM JULIAN**

#### **QUESTIONS**

**IF YOU HAVE QUESTIONS DURING THE SEASON GO TO THE SOURCE:**

**MEN'S RULES & MECHANICS – RICH KOTARSKY**

**412-398-6910 – [treeref1@verizon.net](mailto:treeref1@verizon.net)**

**WOMEN'S RULES & MECHANICS – MIKE McCONNELL**

**412-812-1233 – [michael.mcconnell1@verizon.net](mailto:michael.mcconnell1@verizon.net)**

**ARBITER & COA WEB SITE– JIM JULIAN**

**412-841-2771 – [jimjulian011@verizon.net](mailto:jimjulian011@verizon.net)**