

# **COLLEGIATE OFFICIALS ASSOCIATION OFFICIAL'S GUIDELINES AND POLICIES**

## **ASSIGNMENTS**

**MAKE SURE YOU ALWAYS CHECK YOUR ASSIGNMENTS FOR DATE, TIME AND PARTNERS**

## **ATTIRE**

**MEN MUST WEAR COAT AND TIE OR TURTLENECK AND WOMEN MUST WEAR BUSINESS CLOTHES TO AND FROM THE GAME**

## **COMMUNICATION**

**UMPIRES MUST CALL AND TALK WITH REFEREE AT LEAST 48 HOURS PRIOR TO THE GAME, IF REFEREES DO NOT GET A CALL FROM THE UMPIRE(S) IN THIS TIME FRAME, THE REFEREE MUST CALL THE SUPERVISOR, BILL CHRISTY, IMMEDIATELY AND HE WILL GET YOU A REPLACEMENT**

## **ARRIVAL**

**ARRIVE AT THE GAME SITE AT LEAST 75 MINUTES BEFORE THE START OF THE GAME AND DO EVERYTHING TO TRAVEL TOGETHER, OBSERVERS ARE WELCOME TO RIDE ALONG WITH OFFICIALS ON LONG DISTANCE ASSIGNMENTS**

## **EMERGENCY**

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

## **GAME SITE**

**ONCE YOU ARE AT THE GYM NOTIFY THE ATHLETIC DIRECTOR 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 WILL BE WORN ON THE LEFT SLEEVE TWO INCHES ABOVE THE BLACK HEM**

## **PAYMENT**

**IF YOU ARE BEING PAID ON GAME DAY IT WILL BE GIVEN TO YOU PRIOR TO THE GAME BY THE ATHLETIC DIRECTOR, THERE ARE SEVERAL SCHOOLS THAT WILL MAIL THEM**

## **LOCKER ROOM**

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

## **GUIDELINES PAGE TWO**

### **ARRIVAL ON THE FLOOR**

**ALL THREE OFFICIALS MUST BE ON THE FLOOR TWENTY 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**

### **SUBSTITUTES**

**THE OFFICIAL CLOSEST TO THE SCORER'S TABLE WILL HANDLE ALL 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**

### **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**

**WHEN WE HAVE A TIME OUT WE WILL NOT PLACE THE BALL ON THE FLOOR TO REPRESENT THE SPOT OF THE THROW-IN BUT PASS IT TO THE CLOSEST OFFICIAL WHO WILL HOLD THE SPOT UNTIL THE REPORTING OFFICIAL HAS MADE HIS REPORT AND RETURNED, THE REPORTING OFFICIAL WILL THEN HOLD THE SPOT**

### **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**

### **PROBLEM**

**IF YOU HAD A MAJOR PROBLEM OR EJECTED ANYONE FROM THE GAME OR A TECHNICAL FOUL ON A COACH, PLEASE CALL THE SUPERVISOR, BILL CHRISTY, IMMEDIATELY AFTER THE GAME**

### **TECHNICAL FOULS**

**IN ECAC GAMES WHEN A TECHNICAL FOUL IS CALLED THE REFEREE MUST FILE A REPORT BY GOING TO [www.ecac.org](http://www.ecac.org)**

## GUIDELINES PAGE THREE

### 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 REFEREE DOCUMENTS THE EJECTION FOR FIGHTING IN THE OFFICIAL SCOREBOOK
- \* BOTH COACHES ARE NOTIFIED OF THE EJECTION(S) AND THAT THE PLAYER(S) CANNOT PARTICIPATE IN THIS OR THE NEXT CONTEST.
- \* THE REFEREE CONTACTS THE SUPERVISOR, BILL CHRISTY, BY PHONE NO LATER THAN MIDNIGHT ON THAT DAY OF THE INCIDENT
- \* THE REFEREE SUBMITS BY FAX A WRITTEN REPORT ([www.ecac.org](http://www.ecac.org)) TO THE ECAC DIRECTOR OF BASKETBALL OFFICIATING WITHIN 24 HOURS OF THE GAME
- \* 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 OTHER COA GAMES

- \* TECHNICAL FOUL(S) ARE CALLED ON PLAYER(S) INVOLVED
- \* THE PLAYER(S) ARE EJECTED FROM THE GAME AND WILL LEAVE THE PLAYING COURT AND FLOOR AREA AND REPORT TO HIS OR HER TEAM'S LOCKER ROOM UNTIL THE GAME IS OVER
- \* THE REFEREE DOCUMENTS THE EJECTION FOR FIGHTING IN THE OFFICIAL SCOREBOOK
- \* THE REFEREE CONTACTS THE SUPERVISOR, BILL CHRISTY, BY PHONE NO LATER THAN MIDNIGHT ON THE DAY OF THE INCIDENT

### GAME DAY EMERGENCY COMMUNICATION CHAIN

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

### QUESTIONS

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

MEN'S RULES – RICH KOTARSKY – 412-398-6910 – [rkotarsky@aol.com](mailto:rkotarsky@aol.com)

MEN'S MECHANICS – RON TYBURSKI – 412-260-8956 – [rontybo1@comcast.net](mailto:rontybo1@comcast.net)

WOMEN'S RULES – CATHY CRONIN BEAM – 814-944-3129 – [cmcref@aol.com](mailto:cmcref@aol.com)

WOMEN'S MECHANICS – LARRY PIAZZI – 412-551-9194 – [piazzil4@comcast.net](mailto:piazzil4@comcast.net)