

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

## **ASSIGNMENTS**

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

## **ATTIRE**

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

## **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**

## GUIDELINES PAGE TWO

### **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 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**

## GUIDELINES PAGE THREE

### **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. MAJOR PROBLEMS MAY INCLUDE BUT NOT BE LIMITED TO FIGHTS, DISQUALIFICATION AND/OR EJECTION PROBLEMS, SECURITY, GAME MANAGEMENT SITUATIONS, ETC.**

### **TECHNICAL FOULS**

**IN ANY ECAC/AMCC MEN'S OR WOMEN'S GAMES WHEN A TECHNICAL FOUL IS CALLED ON A PLAYER OR COACH THE REFEREE 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**

### **EJECTIONS**

**IN ANY ECAC/AMCC MEN'S OR WOMEN'S GAME WHEN AN EJECTION OCCURS ON A COACH OR PLAYER THE REFEREE 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.**

### **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
- \* THE REFEREE CONTACTS THE SUPERVISOR, BILL CHRISTY, BY PHONE NO LATER THAN MIDNIGHT ON THAT DAY OF THE INCIDENT
- \* THE REFEREE 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 COMPETEING TEAMS

## **GUIDELINES PAGE FOUR**

### **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**

### **REFEREE REPORTS**

**REFEREES ARE REQUIRED TO COMPLETE A REFEREE REPORT WITHIN 24 HOURS OF THE COMPLETION OF THE GAME. WHEN YOU ARE THE REFEREE GO TO ARBITER AND SELECT YOUR "Schedule", 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 AND YOUR PARTNERS' PERFORMANCE. 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, 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 – [treeref1@verizon.net](mailto:treeref1@verizon.net)**

**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 – MIKE McCONNELL – 412-812-1233 –**

**[michael.mcconnell1@verizon.net](mailto:michael.mcconnell1@verizon.net)**

**ARBITER – JIM JULIAN – 412-841-2771 – [jimjulian11@verizon.net](mailto:jimjulian11@verizon.net)**