

# Off-Court Officials Handbook



## Basketball 2011-12



### Participating Colleges

University of Alberta, Augustana  
Briercrest College and Seminary  
Concordia University College of Alberta  
Grande Prairie Regional College  
Keyano College  
Lakeland College  
Lethbridge College

Grant MacEwan University  
Medicine Hat College  
Mount Royal University  
NAIT  
Red Deer College  
SAIT Polytechnic  
The King's University College

*Building Character Through Athletic and Academic Achievement*

**Script for PA Announcers  
PLAYER OF THE GAME AWARDS  
(Soccer / Basketball / Volleyball / Hockey)**

Announce several times during the game:

**"At the conclusion of the game, please remain seated for the presentation of the ACAC PLAYERS OF THE GAME awards.**

**Procedure:**

- Immediately following the game (before the handshake with each team) instruct both teams to line up facing each other approx. 15 - 20 feet apart.
- Announce the purpose of the Award.

**"The Alberta Colleges Athletic Conference and (Host College) are pleased to recognize today's / tonight's Players of the Game."**

**"From the visiting team with (include game stats), number \_\_\_\_\_ (athlete's name).**

**"From our own team (team name) with (include game stats), number \_\_\_\_\_, (athlete's name).**

**"Thank you for your attention. The teams may now proceed to shake hands."**

# ACAC Women's and Men's Basketball Game Day Schedule

Event Coordinator: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Home vs. Visitor: \_\_\_\_\_

Date: \_\_\_\_\_

## Bus Parking and Team Arrival

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## Game Night Activities of Note

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## Team Room Assignments

Home: \_\_\_\_\_

Visitors: \_\_\_\_\_

Officials: \_\_\_\_\_

## Gates Open

Friday & Saturday evening 5:15 pm; Saturday Afternoon 12:15pm

## Pre-game run down (women's game)

<u>Actual Time</u>		<u>Time on clock</u>	<u>Activity</u>
<u>Evening</u>	<u>Afternoon</u>		
5:00 pm	12:00	60:00	Officials Arrive at venue, met by AD, Game Day Coordinator or designate.
5:15 pm	12:15 pm	45:00	Court available for warm-up, clock starts.
5:30 pm	12:30 pm	30:00	Minor Officials arrive.
5:35 pm	12:35 pm	25:00	Game Day introduces Officials to the table crew.
5:37 pm	12:37 pm	23:00	Official 20 minute warm up begins.
5:40 pm	12:40 pm	20:00	Head Coaches fill in score sheets.
5:45 pm	12:45 pm	15:00	Officials arrive on floor to observe remainder of pre-game warm up (this may be adjusted slightly in games where one official is doing both games to allow for as much pregame prep with the other officials for the second game).
5:48 pm	12:48 pm	12:00	Captains meeting with officials at centre court.
5:50 pm	12:50 pm	10:00	Coaches confirm official score sheet and select starters. Officials check sheet starting lineups (at this time any other questions the table crew may have can be addressed).

5:57 pm	12:57 pm	3:00	Horn sounded for teams to return to their respective benches. Pre-game presentation (starting line-ups and coaching staff are announced). Announce Officials then playing of the national anthem. Officials shake hands with coaches.
5:59:30 pm	12:59:30	0:30	Horn for starters to come to the floor.
6:00 pm	1:00 pm	0:00	Horn to begin women's match.

**Pre-game run down (men's game):**

<b><u>Actual Time</u></b>	<b><u>Time on clock</u></b>	<b><u>Activity</u></b>
TBC	25:00	Game Day Coordinator or designate introduces Officials to the table crew of the men's game at the 5 minute mark of the 4 <sup>th</sup> quarter. If the Game Day coordinator is working the game he/she will meet with men's officials directly following the women's game. Immediately after the games Coordinator will introduce the officials to the game day crew.
TBC	23:00	Official warm up begins.
TBC	20:00	Head Coaches fill in score sheets.
TBC	15:00	Officials arrive on floor to observe remainder of pre-game warm up (this may be adjusted slightly in games where one official is doing both games to allow for as much pregame prep with the other officials for the second game).
TBC	12:00	Captains meeting with officials at centre court.
TBC	10:00	Coaches confirm official score sheet and identify starting line-up. Officials check sheet starting lineups (at this time any other questions the table crew may have can be addressed).
TBC	3:00	Horn sounded for teams to return to their respective benches. Pre-game presentation (starting line-ups and coaching staff are announced). Announce Officials then playing of the national anthem. Officials shake hands with coaches.
TBC	0:30	Horn for starters to come to the floor.
TBC	0:00	Horn to begin men's match.

**Player of the Game**

Following the conclusion of the game the player of the game ceremony will be as follows:

- Players will return to their respective sidelines.
- As teams return to sidelines announce to audience to remain seated for player-of-the-game.
- Present visiting team winner then present home team winner.
- Both POG winners shake hands with the remaining teammates & file in and shake hands with each other.

**GAME CHOREOGRAPHY (court activities for women's game)**

**Promotion 1a**

1<sup>st</sup> intermission

**Promotion 1b**

half time

**Promotion 1c**

3<sup>rd</sup> intermission

## GAME CHOREOGRAPHY (court activities for men's game)

### Promotion 2a

1<sup>st</sup> intermission

### Promotion 2b

half time

### Promotion 2c

3<sup>rd</sup> intermission

# BASKETBALL DEFINITIONS

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**Assist: Assist:** A pass to a team-mate that directly leads to a basket (if the scoring player has taken more than a single dribble to score it is not an assisted basket).

**Biggest scoring run:** Biggest margin of consecutive points scored by a team without any points from opponent.

**Biggest lead:** Highest score difference in any moment of the game. For a team who never led, the value of 'biggest lead' is 0.

**Blocked shot:** When the defense deflects or stops a shot attempt with their hand while the ball is still on its upward flight.

**Defensive rebound:** Grabbing the ball from the missed shot attempt by an opponent.

**Disqualifying foul:** Any flagrantly unsportsman-like infraction.

**Double foul:** Two opposing players commit fouls against each other at approximately the same time.

**Fast break point:** Point scored from a very quick counterattack.

**Field goal:** A basket scored from an action on the playing court except free throws.

**Fifth (5th) foul -** Player who has committed five (5) either personal and/or technical fouls must automatically leave the game.

**Free throw:** An opportunity given to a player to score one (1) point, uncontested, from position behind the free throw line and inside the semicircle.

**Offensive foul:** When an offensive player, with or without the ball, makes illegal contact against an opponent. It will be also charged as a turnover to this player.

**Offensive rebound:** When a player grabs his/her own or a team-mate's missed shot attempt.

**Overtime:** Extra period(s) (lasting 5 minutes each), after the score is tied at the end of fourth period. So many five minute extra periods are played until one team emerges as the winner.

**Personal foul:** Player foul which involves illegal contact with an opposing player, whether the ball is

live or dead.

**Player disqualification:** A flagrant foul penalized by expulsion from the game.

**Points in the paint:** Points scored inside the painted (restricted) area.

**Points from turnover:** Points scored following a turnover without the clock being stopped.

**Second chance points:** Points scored from repeated shot (after offensive rebound).

**Steal:** A defensive action, which causes a turnover by an opponent.

**Team fouls penalty rule:** When the players of a team, in a period of a game (10 minutes), have committed four (4) player fouls (personal and/or technical), all subsequent player personal fouls shall be penalized by two (2) free throws.

**Technical foul:** A deliberate or a repeated infringement of the proper conduct of the game or of the spirit of sportsmanship and fair play. Technical fouls by a player are all player fouls which do not involve contact with an opponent.

**Note:** Two different technical fouls need to be recorded, (a) administrative and (b) behavioral will be administered by basketball officials starting in the 2011-12 season. These fouls must be indicated as TA or TB in the score sheet.

**Twenty-four (24) second rule:** When a player gains control of a live ball on the court, a shot for goal must be attempted by his team within 24 seconds. Infraction of this article is a violation.

**Three (3) points:** A goal scored from 3-point field goal area.

**Time played:** Cumulated time the player is on the court.

**Timekeeper:** Operator of the game clock.

**Timeout:** A timeout of one (1) minute shall be charged to a team under the following provisions: one (1) charged timeout may be granted to each team during each period (exception: fourth period when two (2) timeouts may be granted to each team).

**Turnover:** If the offensive team loses possession of the ball without attempting either a field goal or a free throw (individual turnovers are assessed to the last offensive player to have possession of the ball).

**Unsportsman-like foul:** Personal foul on a player with or without the ball which, in the opinion of the Official, was deliberately committed by the player against an opposing player.

**Violation:** An infraction of the rules of the game:

- Illegal dribble or double dribble
- Travelling
- Carrying the ball

- 3 second violation
- 5 second violation
- 8 second violation
- 24 second shot clock violation
- Ball returned to back court· out of bounds
- Intentional foot ball
- Basket interference

# TABLE OFFICIALS INSTRUCTIONS

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## **GENERAL REMARKS**

The Referee shall decide matters on which the Scorer and Timekeeper cannot agree.

Off-court officials should refrain from criticizing the work of any official at any time.

The official scorer shall be at his/her respective position 30 minutes before the start of the first game. Other table personnel (assistant scorer/timer, 24-second operator and statisticians), shall arrive at their respective positions 15 minutes prior to the start of the first game.

Table officials shall demonstrate impartiality at all times (i.e. table crews are not permitted to cheer or play music in such a manner that it favours one team over the other).

## **REFEREE'S REPORT:**

The "Officials Game Report" should be provided by the home team and made available to an official whenever a technical foul, "hard" foul or ejection occurs. The Scorer or site manager must see that this form is completed and faxed to the ACAC Commissioner and the ACAC Office.

## **CREW CHIEF:**

One of the Bench personnel should be assigned to gather up all scores sheets, statistical sheets and distribute them to the coaches and on site personnel as required by the league.

## **DUTIES OF THE INSTITUTION**

Each institution is responsible for training game day staff on their roles and responsibilities. An institution may contact their local assignors to have an official come in and train the table crew at the institutions expense.

# DUTIES OF TABLE OFFICIALS

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## 1. **SCORER:** (Art. 48)

- Maximum players per team ..... 12 (Art.4)  
Rosters with player #'s & captain submitted ..... 20 minutes before start of game. (Art. 7)  
5 starters submitted & their numbers circled ..... 10 minutes before start of game. (Art. 7)  
Coach signs score-sheet confirming roster.

## **PRE-GAME PROCEDURE: (Using FIBA score sheet)**

### **One hour prior to tip-off:**

- Officials arrive at venue.
- Athletic Director or designate (Game Day Coordinator's) are to meet basketball officials when they come on site and explain to them the location of change room and answer any other questions they may have.

### **25 -30 minutes prior to tip off:**

- Game Day Coordinator introduces officials to table crew to answer any questions they may have.

### **23 minutes prior to tip off:**

- Warm up officially begins.

### **20 minutes prior to the game:**

- Fill out top of score sheet as required.
- Team "A" is home team - Team "B" visitors.
- Enter the names of members & numbers of each team using **block capital lettering**. List first and last names of all players ... Initials may be used for first name except when two players share the same surname.
- The captain of the team shall be indicated by entering (CAP) immediately after his name.
- If a team presents fewer than twelve (12) players the scorer shall draw a line through the spaces following the last player listed.
- At the bottom of each team's section, the scorer shall enter in (**block capital letters**) the names of the coach and assistant coach, and officials for the game.

### **15 minutes prior to the game:**

- Officials arrive on floor to observe remainder of pregame warm-up (this may be adjusted slightly in games where one official is doing both games to allow for as much pregame prep with the other officials for the second game).

### **12 minutes prior to the game:**

- Officials meet with team captains at centre court.

### **10 minutes before beginning of game:**

- Confirm with coach roster - names & numbers of players - coaches & assistant coach.

- Indicate the five (5) players who are to start the game by marking a small 'x' beside the player's number in the 'Player column. (Team 'A' shall be the first to provide the above information)
- Officials go to table to ensure that all starters have been selected and are on the score sheet (at this time any other questions the table crew may have can be addressed)
- Teams roster are announced.

**3 minutes before beginning of game:**

- The table bench will the sound the horn and all players shall stop their warm-up and return to their respective team bench areas to allow for the pre-game presentation to begin.
- The starting line-up for each team is introduced starting with the visiting team.
- The National anthem will then be played.
- Note that the clock will continue to run until 30 seconds at which time it will stop as to not disrupt announcing.
- Officials shake hands with coaches.

**0:30 seconds before the beginning of game:**

- Starters will make final preparations and make their way on to the floor.

**0:00 seconds:**

- Horn to begin the game. Clock set to 10:00

**End of warm-up / beginning of game:**

- At the end of the warm-up the table bench will sound the horn and each team is to be ready to start the game.
- **At the beginning of the game**, the scorer shall circle the small 'x' of the five (5) starters.
- **During the game**, the scorer shall draw a small 'x' (not circled) in the 'Player in' column, beside the number of a player when he/she enters the game for the first time as a substitute.

**NOTE:**

The Game Day Coordinator will meet with the official's crew of the men's game at the 5 minute mark of the 4<sup>th</sup> quarter. If the game day coordinator is working the game he / she will meet with men's officials directly following the women's game. Immediately after the games Coordinator will introduce the officials to the game day crew.

**The scorer shall be provided with a score sheet and shall keep a record of: (Art. 48)**

- Teams, by entering the names and numbers of the players who are to start the game and of all substitutes who enter the game. When there is an infraction of the rules regarding the five (5) players to start the game, substitutions or number of players, he shall notify the nearest official as soon as possible.
- Running summary of points scored, by entering the field goals and the free throws made.
- Fouls charged against each player. He/she must record and indicate the number of fouls committed by each player and number of **team fouls** in a manner visible to both coaches.
- The scorer must notify an official immediately when a fifth foul is charged against any player. He/she shall record the fouls charged against each coach and must notify an official immediately when a coach should be disqualified. Similarly, he/she must notify an official immediately a player has committed two (2) unsportsmanlike fouls and should be

disqualified.

- The Scorer and Clock Operator should regularly verify that all shared statistics (i.e. score, team fouls) match.

**Time-outs: (Length ... 1 minute)**

Only a coach or assistant coach has the right to request a time-out. He/she shall establish visual contact with the scorer or he/she shall go to the scorer's table and ask clearly for a time-out, making the proper conventional sign with his hands. The time-out is recorded against the first coach who makes the request, unless the time-out is granted following a field goal scored by the opponents and without a foul having been called. (Art. 18)

1 <sup>st</sup> half .....	2 time-outs
2 <sup>nd</sup> half .....	3 time-outs
Extra periods .....	1 time-out/period

**Unused time-outs cannot be carried over to the next half or extra period.**

**A time-out request can be cancelled only before the scorers/timer signal has sounded for such a request.**

He/she must notify the officials of the next time-out opportunity when a team has requested a time-out, and notify the coach through an official when the coach has no more time-out(s) left in a half or extra period.

**Time-out opportunity begins when:**

- The ball becomes dead, the game clock is stopped and the official has ended his/her communication with the scorers table. (i.e. Throw-in ... foul situations)
- The ball becomes dead following a last or only successful free throw.
- For the non-scoring team, if a field goal is scored.

**Time-out opportunity ends when:**

- The ball is at the disposal of a player for a throw-in or a first or only free throw.

**ALTERNATING POSSESSION: (Refer to Art. 12.4 - 12.4.8)**

- It is suggested that the 24 second operator be assigned to run the alternating possession arrow, this will be a back-up to the alternating arrow on the score clock.
- During half time, the arrow will need to be changed, as the teams will switch baskets. **Follow this procedure:** When the officials approach the bench at the end of the half, tell them who is entitled to possession to start the second half. After checking that this is written down on the score sheet, switch the direction of the arrow.
- When a team has been awarded a throw-in because of the alternating possession rule, the arrow is not switched until the throw-in is complete. This occurs when:
  - a) the throw-in is touched in bounds, or
  - b) the throw-in or his/her team-mates violates (i.e. five seconds, stepping in-bounds)

If a foul occurs before the throw-in can be completed, the arrow is **not** switched. It does not matter which team (or teams) is (are) charged with the foul(s).

**TEAM FOULS:** (Art. 41)

- In men's/women's play the penalty situation begins after a team has committed four (4) team fouls in a period. **(Penalty - 2 free throws) Shots given on fifth (5<sup>th</sup>) foul/period.**
- All team fouls committed during an interval of play shall be considered to be part of the period or extra period following.
- All team fouls committed in an extra period is to be considered committed in the fourth period.

**TECHNICAL FOUL:** (Art. 38)

Technical Foul is a non-contact specified unsportsmanlike action committed by a player, coach or team follower.

- If committed by a player the technical foul shall be charged against him/her as a player foul and shall count as one of the teams fouls
- If committed by a coach (C), assistant coach (B), substitute (B), or team follower (B), a technical foul shall be charged against the coach and shall **not** count as one of the team fouls.

**Penalty for Technical Fouls:**

- Two (2) free throws awarded to the opponents followed by throw-in at centre line extended opposite the scorers table.
- Two (2) free throws award to the opponents follow by a jump ball if committed during 1<sup>st</sup> interval of play.

**DISQUALIFYING FOUL:** (Art. 37)

**A player/coach is disqualified when he/she is charged with two (2) unsportsmanlike fouls.**


**A coach is disqualified when he/she is charged with three (3) technical fouls accumulated as a result unsportsmanlike behaviour from the team bench.**

- 2 free throws are awarded to any opponent in the case of a non-contact foul, and in the case of a contact foul to the player fouled followed by:
- Throw-in at centre line extended opposite scorer's table.
- Jump ball at the centre circle to begin the first period.

**INTERVAL OF PLAY:**

- 1<sup>st</sup> interval of play is the 20 minutes before the game starts.
- 2<sup>nd</sup> interval of play is the 2 minutes between the 1<sup>st</sup> and 2<sup>nd</sup> periods.
- 3<sup>rd</sup> interval of play is the 15 minutes between the 1<sup>st</sup> and 2<sup>nd</sup> half.
- 4<sup>th</sup> interval of play is the 2 minutes between the 3<sup>rd</sup> and 4<sup>th</sup> periods.

# Excerpts taken from FIBA Official Basketball Rules 2009

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**Diagram 8 Scoresheet**

- B.1 The scoresheet shown in Diagram 8 is the one approved by the FIBA Technical Commission.
- B.2 It consists of one original and three copies, each of a different colour of paper. The original, on white paper, is for the ACAC. The first copy, on gold paper, is for the losing team, the second copy, on pink paper, is for the winning team, and the last copy, on gold paper, is for the host school.

Note: 1. It is recommended that the scorer uses two different colours of pen, one for the first and third periods and one for the second and fourth periods.

2. The scoresheet may be prepared and completed electronically.

B.3 At least twenty (20) minutes before the beginning of the game, the scorer shall prepare the scoresheet in the following manner:

B.3.1 He/she shall enter the names of the two teams in the space at the top of the scoresheet. The first team shall always be the local (home) team.

For tournaments or games on a neutral court, the first team shall be the one mentioned first in the programme.

The first team shall be team 'A' and the second team shall be team 'B'.

B.3.2 He/she shall then enter:

- The name of the competition.
- The number of the game.
- The date, the time and the place of the game.
- The names of the referee and the umpire(s).



FEDERATION INTERNATIONALE DE BASKETBALL  
INTERNATIONAL BASKETBALL FEDERATION  
**SCORESHEET**

Team A HOOPERS

Team B POINTERS

Competition	<u>WCM</u>	Date	<u>20. 11. 2004</u>	Time	<u>20:00</u>	Referee	<u>WALTON, M.</u>
Game No.	<u>5</u>	Place	<u>GENEVA</u>	Umpire 1	<u>CHANG, Y.</u>	Umpire 2	<u>BARTOK, K.</u>

**Diagram 9 Top of the scoresheet**

B.3.3 He/she shall then enter the names of the members of each team, using the list of team members as provided by the coach or his representative. Team 'A' shall occupy the upper part of the scoresheet, and team 'B' the lower part.

B.3.3.1 In the first column, the scorer shall enter the number (last three digits) of each player's license. For tournaments, the number of the player's license shall only be indicated for the first game played by his team.

B.3.3.2 In the second column, the scorer shall enter each player's name and initials, all in BLOCK CAPITAL letters, beside the number corresponding to that which the player will be wearing during the game. The captain of the team shall be indicated by entering (CAP) immediately after his name.

B.3.3.3 If a team presents fewer than twelve (12) players, the scorer shall draw a line through the spaces for the license number, name, number, etc. of the player(s) who is not participating.

B.3.4 At the bottom of each team's section, the scorer shall enter (in BLOCK CAPITAL letters) the names of the team's coach and assistant coach.

B.4 At least ten (10) minutes before the game the both coaches shall:

- B.4.1 Confirm their agreement with the names and the corresponding numbers of their team members.
- B.4.2 Confirm the names of the coach and assistant coach.
- B.4.3 Indicate the five (5) players who are to start the game by marking a small 'x' beside the player's number in the 'Player in' column.
- B.4.4 Sign the scoresheet.  
The coach of team 'A' shall be the first to provide the above information.
- B.5 At the beginning of the game, the scorer shall circle the small 'x' of the five (5) players in each team who are to start the game.
- B.6 During the game, the scorer shall draw a small 'x' (not circled) in the 'Player in' column, beside the number of a player when he enters the game for the first time as a substitute.

Time-outs		Team fouls						
Time-outs		Team fouls						
7	Period ①	X X X X X	② X X X X X					
8 4 10	Period ③	X X X X X	④ X X X X X					
	Extra periods							
Licence no.	Players	No.	Player in	Fouls				
001	MAYER, F.	4	X P <sub>2</sub>					
002	JONES, M.	5	X P	P	P <sub>2</sub>			
003	SMITH, E.	6	X P <sub>2</sub>	U <sub>2</sub>	P	P <sub>1</sub>		
004	FRANK, Y.	7	X T <sub>2</sub>	P <sub>2</sub>				
010	NANCE, L.	8	X P	P	U <sub>1</sub>			
012	KING, H. (CAP)	9	X P <sub>1</sub>	P				
014	WONG, P.	10						
015	RUSH, S.	11	X P <sub>3</sub>	P <sub>2</sub>				
		12						
021	MARTINEZ, M.	13	X P <sub>2</sub>	P	P <sub>2</sub>	T <sub>2</sub>		
022	SANCHES, N.	14	X P <sub>2</sub>	P <sub>2</sub>	P <sub>2</sub>	P	U <sub>2</sub>	
024	MANOS, K.	15	X P <sub>2</sub>	D <sub>2</sub>				
Coach	LOOR, A.					C <sub>2</sub>	B <sub>2</sub>	
Assistant Coach	MONTA, B.							

Diagram 10 Teams on the scoresheet

- B.7 Time-outs
  - B.7.1 Time-outs granted shall be recorded on the scoresheet by entering the minute of the playing time of the period or extra period in the appropriate boxes below the team's name.
  - B.7.2 At the end of each half and extra period, unused boxes shall be marked with two horizontal parallel lines as appropriate.
- B.8 Fouls
  - B.8.1 Player fouls may be personal, technical, unsportsmanlike or disqualifying and shall be recorded against the player.

- B.8.2 Coach, assistant coach, substitute and team follower fouls may be technical or disqualifying and shall be recorded against the coach.
- B.8.3 All fouls shall be recorded as follows:
- B.8.3.1 A personal foul shall be indicated by entering a 'P'.
- B.8.3.2 A technical foul against a player shall be indicated by entering a 'T'.
- B.8.3.3 A technical foul against the coach for his personal unsportsmanlike behavior shall be indicated by entering a 'C'. A second similar technical foul shall also be indicated by entering a 'C', followed by a 'D' in the remaining space.
- B.8.3.4 A technical foul against the coach for any other reason shall be indicated by entering a 'B'.
- B.8.3.5 An unsportsmanlike foul shall be indicated by entering a 'U'. A second unsportsmanlike foul shall also be indicated by entering a 'U', followed by a 'D' in the remaining spaces.
- B.8.3.6 A disqualifying foul shall be indicated by entering a 'D'.
- B.8.3.7 Any foul involving a free throw(s) shall be indicated by adding the corresponding number of free throws (1, 2 or 3) beside the 'P', 'T', 'C', 'B', 'U' or 'D'.
- B.8.3.8 All fouls against both teams involving penalties of the same severity and cancelled according to Art. 42 (Special situations) shall be indicated by adding a small 'c' beside the 'P', 'T', 'C', 'B', 'U' or 'D'.
- B.8.3.9 At the end of each period, the scorer shall draw a thick line between the spaces that have been used and those that have not been used.

At the end of the playing time, the scorer shall obliterate the remaining spaces with a thick horizontal line.

B.8.3.10 Examples for disqualifying fouls:

Disqualifying fouls against coaches, assistant coaches, substitutes and team followers for leaving the team bench area (Art. 39) shall be recorded as shown below. In all remaining foul spaces of the disqualified person an 'F' shall be entered.

If only the coach is disqualified:

Coach	LOOR, A.	D <sub>2</sub>	F	F
Assistant Coach	MONTA, B.			

If only the assistant coach is disqualified:

Coach	LOOR, A.	B <sub>2</sub>		
Assistant Coach	MONTA, B.	F	F	F

If both the coach and the assistant coach are disqualified:

Coach	LOOR, A.	D <sub>2</sub>	F	F
Assistant Coach	MONTA, B.	F	F	F

If the substitute has fewer than four fouls, then an 'F' shall be entered in all remaining foul spaces:

003	SMITH, E.	6	<del>X</del>	P <sub>2</sub>	P <sub>2</sub>	F	F	F
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If it is the substitute's fifth foul, then an 'F' shall be entered inside the last foul space:

002	JONES, M.	5	⊗	T <sub>2</sub>	P <sub>3</sub>	P <sub>1</sub>	P <sub>2</sub>	F
-----	-----------	---	---	----------------	----------------	----------------	----------------	---

If the excluded player has already committed five fouls (fouled out), then an 'F' shall be entered in the column after the last foul:

015	RUSH, S.	11	⊗	T <sub>2</sub>	P <sub>3</sub>	P <sub>2</sub>	P <sub>1</sub>	P <sub>2</sub>	F
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In addition to the above examples of the players Smith, Jones and Rush, or if a team follower is disqualified, a technical foul shall be entered:

Coach	LOOR, A.	B <sub>2</sub>		
Assistant Coach	MONTA, B.			

Note: Technical or disqualifying fouls according to Art. 39 shall not count as team fouls.

B.8.3.11 A disqualifying foul against a substitute (not including Art. 39) shall be recorded as follows:

001	MAYER, F.	4	⊗	D				
-----	-----------	---	---	---	--	--	--	--

And

Coach	LOOR, A.	B <sub>2</sub>		
Assistant Coach	MONTA, B.			

B.8.3.12 A disqualifying foul against an assistant coach (not including Art. 39) shall be recorded as follows:

Coach	LOOR, A.	B <sub>2</sub>		
Assistant Coach	MONTA, B.	D		

B.8.3.13 A disqualifying foul against an excluded player after his/her fifth foul (not including Art. 39) shall be recorded as follows:

015	RUSH, S.	11	⊗	T <sub>2</sub>	P <sub>3</sub>	P <sub>2</sub>	P <sub>1</sub>	P <sub>2</sub>	D
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And

Coach	LOOR, A.	B <sub>2</sub>		
Assistant Coach	MONTA, B.			

B.9 Team fouls

B.9.1 For each period, four spaces are provided in the score sheet (immediately below the team's name and above the players' names) in which to enter the team fouls.

B.9.2 Whenever a player commits a personal, technical, unsportsmanlike or disqualifying foul, the scorer shall record the foul against the team of that player by marking a large 'X' in the designated spaces in turn.

B.10 The running score

B.10.1 The scorer shall keep a chronological running summary of the points scored by each team.

B.10.2 There are four columns on the score sheet for this running score.

	A	B
	1	6
	2	6
6	3	3
	4	4
11	5	5
11	6	5
	7	7
10	8	8
	9	10
	10	10
10	11	11
	12	7
4	13	7
5	14	
5	15	8
	16	16
5	17	
	18	8
6	19	
	20	9
	21	21
11	22	9
	23	9
11	24	24
	25	7
	26	7
5	27	27
	28	6
10	29	29
	30	8
4	31	31
	32	5
4	33	5
4	34	
	35	10
10	36	36
	37	12
	38	38
10	39	12
10	40	12

Diagram 11  
Running score

B.10.3 Each column is divided again into four columns. The two on the left are for team 'A' and the two on the right for team 'B'. The centre columns are for the running score (160 points) for each team.

The scorer shall:

- First, draw a diagonal line (/) for any valid field goal scored and a filled circle (●) for any valid free throw scored, over the new total number of points as accumulated by the team that has just scored.
- Then, in the blank space on the same side of the new total number of points (beside the new / or ●), enter the number of the player who scored the field goal or the free throw.

B.11 The running score: Additional instructions

- B.11.1 A three-point field goal scored by a player shall be recorded by drawing a circle around the player's number.
- B.11.2 A field goal accidentally scored by a player in his team's own basket shall be recorded as having been scored by the captain of the opposing team on the court.
- B.11.3 Points scored when the ball does not enter the basket (Art. 31 - Goal tending and Interference) shall be recorded as having been scored by the player who attempted the shot.
- B.11.4 At the end of each period, the scorer shall draw a thick circle (●) around the latest number of points scored by each team and a thick horizontal line under those points and under the number of each player who scored those last points.
- B.11.5 At the beginning of each period the scorer shall continue to keep a chronological running summary of the points scored from the point of interruption.
- B.11.6 Whenever possible, the scorer should check his/her running score with the visual scoreboard. If there is a discrepancy, and his /her score is correct, he/she shall immediately take steps to have the scoreboard corrected. If in doubt or if one of the teams raises an objection to the correction, he/she shall inform the referee as soon as the ball is dead and the game clock is stopped.

B.12 The running score: Summing up

- B.12.1 At the end of the game, the scorer shall draw two thick horizontal lines under the final number of points scored by each team and the numbers of the players who scored those last points. He shall also draw a diagonal line to the bottom of the column in order to obliterate the remaining numbers (running score) for each team.
- B.12.2 At the end of each period, the scorer shall enter the score of that period in the proper section in the lower part of the score sheet.
- B.12.3 At the end of the game, the scorer shall enter the final score and the name of the winning team.

7	●	●	6
7	●	71	
7	●	72	6
		73	73
9	/	74	74
		75	75
11	●	76	76
		77	77
		78	78
		79	79
		80	80

**Diagram 12**  
**Summing up**

- B.12.4 The scorer shall then enter his/her surname, in block capital letters, on the score sheet, after this has been done by the assistant scorer, timer and the twenty-four second operator.
- B.12.5 Once signed by the umpire(s), the referee shall be the last to approve and sign the score sheet. This act terminates the officials' administration and connection with the game.

Note: Should one of the captains sign the score sheet under protest (using the space marked 'Captain's signature in case of protest'), the table officials and the umpire(s) shall remain at the disposal of the referee until he gives them permission to leave.

Scorekeeper	<u>N. MAIER</u>	Scores	Period ①	A <u>15</u>	B <u>18</u>
Assistant scorekeeper	<u>O. SABAY</u>		Period ②	A <u>19</u>	B <u>10</u>
Timekeeper	<u>R. LEBLANC</u>		Period ③	A <u>26</u>	B <u>19</u>
24" operator	<u>K. AUSTIN</u>		Period ④	A <u>16</u>	B <u>25</u>
			Extra periods	A <u>/</u>	B <u>/</u>
Referee	<u>M. W. [Signature]</u>	Final Score	Team A	<u>76</u>	Team B <u>72</u>
Umpire 1	<u>[Signature]</u>				
Umpire 2	<u>[Signature]</u>				
Captain's signature in case of protest	_____	Name of winning team	<u>HOOPERS</u>		

Diagram 13 Bottom of the scoresheet

2. **TIMER:** (Art. 49)

**GAME TIMES:**

- 1<sup>st</sup> interval 20 minutes
- Each period ..... 10 minutes/four (4) periods
- Interval between periods 2 minutes
- Time-out 1 minute ... horn goes after 50 sec.
- Half time ..... 15 minutes
- Extra period 5 minutes
- 24 second operator 24 seconds ..

**Duties:**

- Measure playing time, time-outs and intervals of play
- Ensure that a signal sounds very loudly and automatically at the end of playing time in a period.
- Use any means possible to notify the officials immediately if his/her signal fails to sound or is not heard.
- Notify the teams and the officials at least three (3) minutes before the first and third periods are to start.

**Clock Starts:**

- **Jump Ball** ..... when the ball is legally tapped by a jumper.
- **Free Throw** ..... after a last or only free throw is unsuccessful and the ball continues to be live, the ball touches or is touched by a player on the court.

- **Throw-in** ..... the ball touches or is touched by a player on the court.

**Clock Stops:**

- Time expires at the end of playing time for a period.
- An official blows his whistle while the ball is live.
- A field goal is scored against a team which has requested a time-out.
- A field goal is scored in the last two (2) minutes of the fourth period and in the last two (2) minutes of any extra period.
- The twenty-four second device signal sounds while a team is in control of the ball.

**The timer shall measure a time-out as follows:**

- Starting the timing device immediately the official give the time-out signal.
- Sounding his/her signal when fifty (50) seconds of the time-out have elapsed.
- Sounding his/her signal when the time-out has ended.

**The timer shall measure an interval of play as follows:**

- Starting the timing device immediately a previous period has ended.
- Sounding the signal before the first and third period when three (3) minutes, one (1) minute and thirty (30) seconds remain until the beginning of the period.
- Sounding his/her signal before the second, fourth, and extra period when thirty (30) seconds remain until the beginning of the period.

**1. TWENTY-FOUR SECOND OPERATOR: (Duties) Always Team possession must be established before 24 second clock starts.**

- Start or restart the 24 second whenever a team **gains control** of a live ball of the court.

**Stopped and reset:**

- An official blows his/her whistle for a foul or violation
- A ball on a shot for a field goal or on a pass enters the basket
- A shot for a field goal **touches the ring** unless the ball lodges on the basket support.
- The game is stopped because of an action connected with the team not in control of the ball
- The game is stopped because of an action not connected with either team, unless the opponents would be placed at a disadvantage.

**Stopped, but not reset - to twenty-four (24) seconds, when the same team that previously had control of the ball is awarded a throw-in as a result of:**

- A ball having gone out-of-bounds.
- A player of the same team having been injured.
- A jump ball situation.
- A double foul.
- A cancellation of equal penalties against the teams.

**Stopped and switched off** when a team gains control of a live ball on the court, and there are fewer than twenty-four (24) seconds remaining on the game clock in any period.

The twenty-four second device signal does not stop the game clock or the game, nor cause the ball to become dead, unless a team is in a control of the ball.

#### 4. **STATISTICIAN**

##### **STATISTICS SHEET:**

**Note: The computer program "DakStats" will be accepted as the official statistical report form for ACAC; a written report form is only to be sent in when there is a break down of computer information. It is suggested that two (2) spotters be used, one for each team.**

List the player's first initial, surname, and the uniform number in the column provided.

**The statistician will record all attempted & successful shots, (field goals & fouls), rebounds, (defensive, offensive) assists, turnovers, steals, blocked shots, fouls.**

##### **Recording rebounds:**

- A defensive rebound takes place when a player secures control of the basketball after the opposing team has missed a shot.
- An offensive rebound take place when a player secures control of a team-mate's shot or his own. A player is considered to be in control of the ball when scoring off a tip-in.
- In the event of a jump ball situation between two opposing players, the rebound shall be awarded to the player whose team gains possession after the jump.
- When the ball goes out of bounds and there is no obvious player for the rebound to be recorded to ... that rebound will be recorded as a **team** rebound for the team who gains control.

##### **Recording Assists:**

- Any pass leading up to a field goal results in an assist. This suggests that there is an assist given on **every** field goal except where only one offensive player touched the ball (i.e. steal or rebound).
- An assist is to be given to the thrower-in where the offensive player scores on the throw-in.

#### 5. **ADDITIONAL INFORMATION FOR OFF-COURT OFFICIALS**

##### **TECHNICAL EQUIPMENT:**

*The following technical equipment shall be provided by the home team and shall be at*

*the disposal of the officials and their assistants.*

1. The Game clock and Time-out Watch: the Time keeper shall be provided with at least one Game Clock and a stopwatch. The clock, used for timing periods of play and the intervals between them, and the stop watch, used for timing time-outs shall be placed so that they may be clearly seen by both the Timekeeper and Scorer.
2. A suitable device, visible to all players and spectators, shall be provided for the administration for the 24-second rule and shall be operated by the 24-second operator.
3. The official score sheet shall be the one approved by the ACAC (FIBA score sheet) and shall be filled in by the Scorer before and during the game as provided for this handbook. At the conclusion of the game, or at the earliest convenience of the institution, the Statistics Summary Sheet shall be completed and disseminated to both the visiting team's head coach, the home teams head coach (via the Game Day Coordinator) and the Conference's statistical supplier.
4. There shall be a Score Board visible to players, spectators, and the Scorer's table.
5. A suitable device to indicate team fouls and player fouls.

**6. PROCEDURES BEFORE THE GAME:**

In order to ensure that substitution is carried out efficiently the following arrangement of team benches and substitute benches/chairs is recommended. This arrangement is obligatory for all matches organized by or on behalf of FIBA.

**SCORERS TABLE**

**Home Team Bench Spotter (A), Statistician Spotter (B), Scorer, Timekeeper, 24-second, Visitors Team Bench**

**TEAM BENCH:**

During the game the only persons permitted to sit on a team bench are the coach, assistant coach, the substitutes and a maximum of five team followers with special responsibilities (i.e. manager, athletic therapist) **Note: The FIBA restricts bench numbers to fourteen (14) chairs. (Art. 2.2.5)**

**7. COACHES' SCORING RESPONSIBILITIES:**

- At least 20 minutes before the game is scheduled to begin the coaches shall supply the scorer with the names and numbers of players (12) who are to play in the game, as well as the name of the captain of the team, the coach and assistant coach.

- At least ten minutes before the game the coaches will confirm their agreement with the names and numbers of their players and coaches inscribed by signing the score sheet; and at the same time indicate the five players who are to start the game. Coach of team "A" (Home Team) will be the first to provide this information.
- When a coach or assistant coach requires a substitution to be effected, the substitute must report to the scorer to make the request and be ready to play immediately.

**CHARGED TIME-OUT:** (Art. 18)

- Only the coach, assistant coach has the right to request a time-out. He/she shall establish visual contact with the scorer or he/she shall go to the scorer's table and ask clearly for a time-out, making the proper conventional sign with his hands.

**PROCEDURE TO FOLLOW IN CASE OF A PROTEST:** (Art. C.1)

- The captain of that team shall, immediately at the **end of the game** inform the referee that his team is protesting against the result of the game and sign the scoresheet in the space marked 'captain's signature in case of protest'. (@ 250.00 security deposit is required)

**TIED SCORE AND EXTRA PERIODS:** (Art. 8)

- If the score is tied at the end of playing time for the fourth period, the game shall continue with as many extra periods of five (5) minutes as is necessary to break the tie.
- In all extra periods the teams shall continue to play towards the same baskets as in the fourth period.

**8. PUBLIC ADDRESS ANNOUNCERS GUIDELINES:** (for all sports)

The following duties of the public address announcer at the ACAC competitions in the following:

- Announcing a welcome to the game including the reference to the Alberta College Athletic Conference.
- Announcing the starting line-ups for the game beginning with the visiting team continuing with the home team. The introductions shall include the coaches, and major officials for the game.
- During the game, the announcer shall announce the number and name of the player who scores, who fouls, and who substitutes for another player. These are announced for both the home team and the away team.
- Announcers may announce the game/match period/half-time score and the game/match period/half-time scoring summary and the final score and scoring summary (i.e. Sport specific identifiable achievements).
- If there is a Player of the Game Award, the announcer shall assist with the

ceremony. At this time (or at other times during the event) sponsorship announcements shall be made.

**Suggested announcements by all PA Announcers at ALL games:**

E.g. "To Our Fans.  
(Name of College) Athletics, the ACAC and (Name of the (Mascot at the College) are very happy to have your support during our games. We hope that this game will provide you with the opportunity to encourage and support the home team, our visiting team guests, and the officials. All of these individuals have put in great efforts to be able to participate - they deserve respect and to be treated with dignity. Remember - good sports make good sport! Thank you."

This may be announced approximately four or more times during the games.

I.E. Twice in the first half and twice in the second half.

These guidelines are intended to create a positive atmosphere at ACAC events and at the same time allow competition to proceed and be of great interest to fans. It is assumed that the public address announcer can be part of this interest by adding some special inflections of voice for the home team in introductions and scoring. At all times the public address announcer should refrain from utilizing the microphone to demean, degrade, or distract the visiting team. As well, it is understood that these guidelines will vary from sport to sport depending on the venue and competition.

The duties of the public address announcer at the ACAC competitions **DO NOT INCLUDE** the following:

- Providing play-by-play coverage of the game (e.g. making comments like "what a great steal!")
- Providing colour commentary for the event (e.g. "a bad pass by #11 ...)
- Providing a cheerleading role for the home team. It is assumed that encouraging fans to cheer is the responsibility of someone other than the public address announcer.

**Post Competition Handshake Protocol:**

At the conclusion of each contest, the teams shall acknowledge each other, the game officials, and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. As per OC, Article I, Section 3 – Ethics:

**5.1** At the conclusion of each contest, the teams shall acknowledge each other, the game officials and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

- 5.1.1** At the conclusion of the contest, the teams will congregate at their respective areas.
- 5.1.2** The teams (including coaches and staff), will then move to the centre of the playing surface (they must be a significant distance from the players' benches) and line up in a single file. If a Player-of-the-Game award is to be presented, this is an opportune moment to make this presentation.
- 5.1.3** The team members will proceed to shake each opposition team member's hand. This includes the coaches and staff of each team as well.
- 5.1.4** If it is possible to involve the game officials in this ritual, they too should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.
- 5.1.5** If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed.
- 5.1.6** It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

WOMEN'S BASKETBALL	MEN'S BASKETBALL
<p><b>Competitive Format:</b> League Schedule</p> <p><b>Sport Facilitator:</b> Ken Schildroth (MacEwan)</p> <p><b>Phone:</b> (780) 893-9173</p> <p><b>Length of Season:</b> October to March</p> <p><b>Championship Dates:</b> March 2-3 @ #1 North</p> <p><b>Participating Colleges:</b></p> <ul style="list-style-type: none"> <li>• Augustana</li> <li>• Briercrest</li> <li>• Concordia</li> <li>• GRPC</li> <li>• Keyano</li> <li>• Lakeland</li> <li>• Lethbridge</li> <li>• MacEwan</li> <li>• MHC</li> <li>• MRU</li> <li>• NAIT</li> <li>• RDC</li> <li>• SAIT</li> <li>• King's</li> </ul> <p><b>2010-11 Team Champions:</b> GPCRC Wolves</p>	<p><b>Competitive Format:</b> League Schedule</p> <p><b>Sport Facilitator:</b> Ken Schildroth (MacEwan)</p> <p><b>Phone:</b> (780) 893-9173</p> <p><b>Length of Season:</b> October to March</p> <p><b>Championship Dates:</b> March 2-3 @ #1 South</p> <p><b>Participating Colleges:</b></p> <ul style="list-style-type: none"> <li>• Augustana</li> <li>• Briercrest</li> <li>• Concordia</li> <li>• GRPC</li> <li>• Keyano</li> <li>• Lakeland</li> <li>• Lethbridge</li> <li>• MacEwan</li> <li>• MHC</li> <li>• MRU</li> <li>• NAIT</li> <li>• RDC</li> <li>• SAIT</li> <li>• King's</li> </ul> <p><b>2010-11 Team Champions:</b> NAIT Oaks</p>

The ACAC gratefully acknowledges our sponsors:



This guide is updated and published each year by the Alberta Colleges Athletic Conference. Any comments, questions, or suggestions can be forwarded to the ACAC Office at:

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