



**2018-2019 NCAA WOMEN'S BASKETBALL**  
**GAME ADMINISTRATION AND TABLE CREW REFERENCE SHEET**  
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**GAME ADMINISTRATION**

Game administration shall make available an individual at each basket with a device capable of untangling the net when necessary. The individual must ensure that play has clearly moved away from the affected basket before going onto the playing court.

**SCORER**

It is strongly recommended that the scorer be present at the table with **no less than 15 minutes** remaining on the pregame clock.

**Signals**

1. For a team's fifth foul, the scorer will display two fingers and verbally state the team is in the bonus. The public-address announcer is not to announce the number of team fouls beyond the fifth team foul.
2. In a game with replay equipment, record the time on the game clock when the official signals for reviewing a two- or three-point goal.
3. For a disqualified player, the scorer will inform the officials as soon as possible by displaying five fingers with an open hand and verbally state that this is the fifth foul on the number of the disqualified player.

**GAME CLOCK TIMER**

**TIMER** must:

1. Confirm with the officials that the game clock is operating properly, which includes displaying tenths-of-a-second under one minute, the horn is operating, and the red/LED lights are functioning. These tests are to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.
2. Not sound the horn at the media-timeout mark unless the officials fail to recognize the media-timeout window.
3. Not to sound the horn for a disqualified player until the reporting official notifies the timer to start the clock for the disqualified player.
4. Have a digital stopwatch available (may **not** be a cell phone) to time the length of timeouts, the intermission following the first and third periods, any injury/blood, or displaced lens situation. The game clock may not be used to track time during any of these situations.
5. Notify the official of any timing mistake or malfunction of the timing device.

**START** the clock when an official signals that an inbounds player touches the ball during:

1. The jump ball.
2. Any throw-in after the ball has been released by the thrower-in.
3. An unsuccessful free throw that will remain live.

**STOP** the game clock when:

1. An official's whistle sounds.
2. A goal is successful (clears the bottom of the net) in the last 59.9 seconds of the fourth and all extra periods.

**SOUND A WARNING HORN** 15 seconds before time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

**SOUND A FINAL HORN** when time expires for:

1. The 20-second time limit to remedy a blood or lost/displaced contact lens situation or to replace an injured player.
2. The 15-second time limit to replace a disqualified player.
3. Intermission.
4. Any timeout.

***For more information on duties of the timer, see Rule 2-10. When the Precision Timing System is used, the timer is still required to start and stop the game clock by rule.***

### **ALTERNATING-POSSESSION ARROW**

**SET** arrow to start the game or any extra period when:

1. A team obtains the initial possession/control of the ball.
2. After a violation or non-personal foul, the ball is placed at the disposal of the thrower-in.
3. After a personal foul, the ball is placed at the disposal of the thrower-in or free throw shooter.

**SWITCH** arrow when:

1. A throw-in ends (an inbounds player legally touches the ball on throw-in).
2. The throw-in team violates (example: thrower-in steps over the boundary line).

**DO NOT SWITCH** arrow when:

1. A team fouls on an alternating-possession throw-in.
2. Ball is intentionally kicked or fisted during an alternating-possession throw-in.

***For more information on the alternating possession procedure, see Rules 6-3 and 6-4***

### **SHOT CLOCK OPERATOR**

**SHOT-CLOCK OPERATOR must:**

1. Confirm that the shot clocks are operating properly, which includes the horn sounding at zero and the red lights connected to the game clock do **NOT** engage at zero on the shot clock. This test is to be performed before arriving at the pregame meeting with the officials. If these tests have not been conducted prior to the meeting, they are to be done immediately following the meeting.

**START** shot clock when:

1. A team gains possession on a:
  - a. Rebound.
  - b. Jump ball.
  - c. Loose ball after a rebound or jump ball.
2. An official signals that an inbounds player legally touches the ball on a throw-in.

**STOP** shot clock when an official's whistle sounds.

**FULL RESET** when:

1. There is a change of possession with a new team in control.
2. There is a single personal, unsportsmanlike, or disqualifying foul.
3. Opponents commit fouls which stop play and one foul is unsportsmanlike or disqualifying.
4. There is a single technical foul on the defensive team
5. A try/shot (not a pass) hits the rim or flange then a team possesses the ball.
6. There is a violation (except a kicking or fisting violation).
7. There is an inadvertent whistle with no team control.

**RESET to 15 seconds** when there is an intentionally kicked or fisted ball with 14 seconds or less on the shot clock.

**NO RESET** when:

1. The offense retains possession after the following:
  - a. A held ball.
  - b. An out-of-bounds violation.
2. There is an intentionally kicked or fisted ball with 15 seconds or more on the shot clock.
3. There is an injured player.
4. There is a timeout.
5. A double foul occurs, or opponents commit fouls of equal gravity.
6. There is a technical foul on the offensive team.
7. There is an inadvertent whistle with team control.

**ALLOW shot clock to run:**

1. During loose ball situations.
2. During a try for goal.

**TURN OFF** shot clock when there is a reset situation and there is less than 30 seconds remaining on the game clock.

***For more information on duties of the shot clock operator, see Rule 2-11.***

**MEDIA TIMEOUT (See Rule 5-14.10 for timeout rules)**

1. Media timeouts are permitted in any game.
2. The length of a media timeout is determined by the host institution/conference or the electronic-media agreement between the host institution/conference and their media partner.
3. The media-timeout format includes one scheduled media timeout at or below the 5-minute mark in each period.
4. A team-called timeout called before the 5-minute mark or anytime at or under the mark when there has been no other whistle, will become the media timeout in that period.
5. The first team-called timeout of the second half will become the electronic-media timeout. This does not replace the 5-minute media timeout in that period.
6. The official will give the media timeout signal regardless of what kind of timeout is being requested. Following the media timeout signal, the official will then report to the scorer whether the timeout is charged as a 30- or full timeout depending on what the coach requested. Teams are charged with what they request even when that timeout becomes a media timeout.
7. The intermission between the first and second periods and between the third and fourth periods may be used as an electronic-media timeout (per the media agreement).

**Example 1:**

<b>1st Period:</b>	<b>2<sup>nd</sup> Period:</b>
<ul style="list-style-type: none"><li>• 6:30- team calls a TO<ul style="list-style-type: none"><li>• Becomes the 5-min. media timeout</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 4:30- team calls timeout creating first stoppage at or under 5-min.<ul style="list-style-type: none"><li>• Becomes the 5-min. media timeout</li></ul></li></ul>
<ul style="list-style-type: none"><li>• 4:55- whistle occurs<ul style="list-style-type: none"><li>• Not a media timeout</li></ul></li></ul>	

**Example 2:**

3 <sup>rd</sup> Period:	4 <sup>th</sup> Period:
<ul style="list-style-type: none"> <li>• 6:30- team calls a timeout (first team-called timeout in second half)               <ul style="list-style-type: none"> <li>• Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 7:30- team calls timeout (first team-called timeout in 4<sup>th</sup> period)               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00 mark               <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>

**Example 3:**

3 <sup>rd</sup> Period:	4 <sup>th</sup> Period:
<ul style="list-style-type: none"> <li>• 8:00- team calls a timeout (first team-called timeout in second half)               <ul style="list-style-type: none"> <li>• Becomes a media timeout as it is the first team-called timeout of the second half</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 7:30- team calls a timeout (first team-called timeout in 4<sup>th</sup> period)               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 6:30- team calls a timeout               <ul style="list-style-type: none"> <li>• Becomes the 5-min. media timeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing the first clock stoppage at or under 5:00               <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• 4:55- whistle occurs causing first clock stoppage at or under 5:00 mark               <ul style="list-style-type: none"> <li>• Play continues; no media timeout</li> </ul> </li> </ul>	