

Upper Midwest Athletic Conference (UMAC) Basketball Game Operations Pre-game Checklist

Required Game Operations Meeting (Ten minutes prior to tip-off)

Remind all game operations personnel at the table that they are an extension of the officials on the floor and represent the UMAC.

Official Scorer:

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- Review scorebook for starters and accuracy of player line-ups. Check for each team representative approval (initials). _____
- Designate game ball – approved by visiting team Captain. _____
- Review bonus on team's 7th and 10th foul of half – any combination of personal and technical fouls (Men only Class A). _____
- Review 4 - 75-second timeouts and 2 - 30-second timeouts per team for regulation. _____
- All timeouts are regular (75-second) unless a 30-second timeout is specifically requested. Notify of final timeout. _____
- Review alternating possession arrow change procedure – throw-in violations and fouls before throw-in ends. _____
- Review unusual signals, intentional fouls, moving from throw-in spot, excessive swinging of elbows etc. _____
- Overtime format – 1 min intermission, continuation of 2nd half, 5-minutes, 1 additional time-out, and 59.9 stoppage. _____
- Review approval of final score with referee before leaving court, thumbs up or other communication. _____

Public Address Announcer:

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- Request that PA Announcer announce when there is 1 minute remaining in game. _____
- Request that PA Announcer announce delay of game warnings and coaches box warnings as they occur. _____

Game-Clock Operator:

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- Instruct Game-Clock Operator to run down game-clock – listen to horn, check LED lights. _____
- Verify that there are two stopwatches at table to serve as back-up timing devices. _____
- Review 59.9 stoppage of game-clock in regulation /overtime on made basket. _____
- Review Regular, 75-second timeouts - horn at 60 and 75 seconds, 30-second timeouts – horn at 15 and 30 seconds. _____
- Review player disqualification, 20 seconds for replacement, sound horn at 5 and 20 seconds. _____
- Review blood rule, Men - player must leave floor, Women - 20 seconds allowed with horn at 5 and 20 seconds. _____
- Review responsibility for notifying officials of any timing or score keeping errors at next dead ball. _____
- Review - Horn should be sounded ONLY when ball is clearly dead and/or in possession of an official. _____
- Review responsibility to notify both teams and officials when there is three minutes before either half is to begin. _____

Shot-Clock Operator:

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- Instruct Shot-Clock Operator to reset and run down shot-clock – listen to horn, should be distinctly different sound. _____
- Check to see if timing devices allow for automatic reset of shot-clock to previous reset point. _____
- Review jump ball tip-off, game-clock starts on tip, shot-clock starts on possession. _____
- Review on a missed free throw, game-clock starts on touch, shot-clock on possession. _____
- Review throw-ins, game-clock and shot-clock start on touch by ANY player in-bounds. _____
- Review kicked ball reset of shot-clock to 15 when 14 or fewer seconds remain. _____
- Review turning off shot-clock on reset situation if game clock reads less than shot-clock period (35-Men, 30-Women). _____
- Instruct when in doubt about ball hitting rim or change of possession – Do NOT reset shot-clock. _____
- Review defense saving ball going out of bounds, bat vs. throw, no possession vs. possession, no reset vs. reset. _____
- Advise to be deliberate in resetting shot-clock – i.e. defensive player saves ball from going OB but steps on line first. _____

Quickie Quiz (Optional):

- Quiz: Is ball hitting rim or flange a reset of shot-clock, regardless of how it gets there?
- Quiz: What fouls count towards disqualification and the bonus? Ask for examples of Class A vs. Class B technical fouls.
- Quiz: Game-clock starts at 37.2, shot, shot-clock buzzer, shot misses rim, whistle, game-clock reads at 1.9. Add time?
- Present any question from NCAA Rule, Case Book or past game situation to test table personnel knowledge (i.e. Substitutions).

Official Scorer _____ PA Announcer _____

Game-Clock Operator _____ Shot-Clock Operator _____

Referee _____ Game _____ Date _____