

## Referee's Pregame Checklist

You should be in position on the court 15 minutes before the game begins. From there, your duties are as follows:

### 12 minutes before game time

- Introduce yourself to the captains at center court. The umpires should assist you in getting the team captains.
- Go over any special ground rules and unusual conditions with the captains.

### 10 minutes before game time

- Go to the scorer's table. Designate the official timepiece and timer and the official score book and scorer. If the scorer and timer were not at the pregame meeting, talk with them to make sure they understand their responsibilities during the game. If they are not seated together, recommend that they sit next to each other.
- Sign the score book.
- Review signals for conveying information to and from the scorer's table.
- Observe the baskets, boundaries, crowd and extraneous apparatus to see if special ground rules are necessary. Be sure the net is loose enough to let the ball drop through.
- Count the number of players on the visiting team and secure similar information from the umpire regarding the home team. Verify this information with the scorer. Verify starters are marked.
- Check the game balls. Drop the balls from six feet, and if they don't bounce 49 to 54 inches, notify the athletic administrator.
- Check the game clock and other timing equipment.
- Check the device used to indicate substitutions and the end of a period.
- If you're working in a two-person crew, you will observe the visiting team. If you're working in a three-person crew, the umpires will observe both teams while you attend to your designated pregame duties.

### 3 minutes before game time

- If players are not on the court, notify each team that there are three minutes to go before game time. Do this before the start of the second half as well.

### 1 1/2 minutes before game time

- Go to the scorer's table and greet the head coaches. Address your expectations for sporting behavior and verify with head coaches that team members are legally and properly equipped.
- Stand at attention for the national anthem.
- Remove your coat during the introduction of the players. Often the officials take their jackets back to the locker room when the teams leave the floor. If teams do not return to the dressing room, at least one official should remain on the court.
- Go to center court to begin the game.

If the teams return to the dressing room before the game, go to the scorer's table and wait there, or, if you prefer, go to the dressing room with your crewmates and return to the court when the teams return.

