



## CHAIRPERSON

- Task performed by Home Team or Team A

- \*The chairperson is responsible for communicating with the floor officials.
- \* Usually, should be the most qualified as they are responsible for all the communication on the score table.
- \* Ensure all fouls and scores are recorded correctly by both scorer and visuals.
- \* Administer all substitutions and team time outs.
- \* In charge of alternating possession arrow or indicator
- \* Has the number 5 foul bat and is to immediately notify referees of any player receiving their 5<sup>th</sup> foul or any player who has received two any combination of technical or unsportsmanlike fouls.
- \* In charge of foul bonus light and indicator and ensure referees are aware if a team is in bonus situation.
- \* Ensure the bench is working smoothly and professionally e.g. no cheering yelling or criticizing referee, coaches or players.



**Tip 1. Communication back to floor officials should include the following:**

- **Indicate if a basket is counted or cancelled (after the referee has indicated to the bench)**
- **Give the number of the player who committed the foul (after referee has indicated)**
- **Indicate the number of free throws awarded if applicable.**

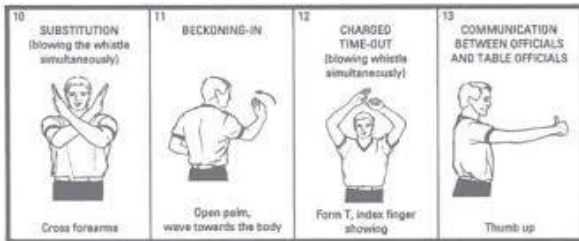
**Tip 2. Communication to visual and scorer for points and fouls should be as follows.**

- **Points scored – colour -player number.**
- **Foul – colour- player number – (shooting – number of free throws awarded).**
- **Make sure the scorer and visuals are repeating the scores and team fouls back to each other so you can be sure they match.**

**Tip 3. If at any time you have a problem notify the appropriate official at the next dead ball opportunity if it relates to score or player fouls and you are not sure what the referee called wait until the next stoppage in play and ask for clarification. If you are having issues with other bench personnel seek advice from the court supervisor.**



It is crucial that all substitutions and time outs are facilitated in a timely manner so the chairperson needs to be alert and aware of what situations these can occur. Also wait until referee have finished calling their fouls and communication to the bench to then signal for either a Sub or time out. Time outs can be called quickly so in close games keep an eye on both coaches and benches as they may request right when the opposition has scored a basket and the clock has to be stopped as soon as the ball passes through the net. If the ref do not hear or see the request DO NOT start the clock instead keep using the siren to gain their attention if the timeout has been requested correctly.



# CHAIRPERSON- cheat sheet

## Procedures for Substitutions

- Substitution opportunity **begins** when the ball becomes dead, the game clock is stopped and any communication from referee has ended. These include the following circumstances:
  - When a violation or out of bounds is called and referee has blown his whistle to signal stop the clock
  - When the last or only free throw is successful **either** team may be granted a substitute.
  - For the **non-scoring** team when a field goal is scored in the last two minutes of the 4<sup>th</sup> quarter or last two minute of any overtime. The scoring team cannot sub here unless an official has interrupted the game or the non-scoring team has been granted a substitution.
- Substitution opportunity ends when the ball is at the disposal of a player out of bounds for the throw in or ball is with a player shooting free throws.
- Only a substitute has the right to request a substitution – not the coaches, player should approach the bench requesting sub and the sub light should be turned on to indicate that a team has a player waiting to sub in. While waiting ensure that the players number is listed on the sheet. Once an opportunity arises sound the siren to notify the referees. If they are communicating a foul call wait until they have finished calling to then advise them.

## Procedures for Time outs

- Time outs may be granted:
  - On any whistle
  - For the non-scoring team after a successful basket
  - When the last or only free throw is successful **either** team may be granted a time out
- The time out opportunity begins when the ball becomes dead and the game clock is stopped, and referee has ended his communication with score bench and for the non-scoring team after a field goal is scored – like substitutions the time out opportunity ends when the ball is at disposal of a player for a throw in
- Only a coach or assistant coach can request a time out. Chair should let the coach know when he has used all his timeouts for the half (note timeouts do carry over halves)
- There are no restrictions when a request is made, if the game is stopped both teams have the opportunity for a timeout. When a timeout is requested use the time out light to advise a time out has been requested at the next opportunity use the siren and signal time out charge and the team that has called it.
- If a field goal is made and the non-scoring team has requested a time out the chairperson should instruct the timekeeper to immediately stop the clock as soon as the ball passes through the net and sound the horn or siren to signal the referees. **Do not restart the clock** (even if play recommences) continue to sound the horn to gain the referees attention.

This also applies to out of bounds if the horn was first sounded before the time out opportunity ended.