

Northshore Youth Basketball Association

OFFICIALS MANUAL

2025-2026

For up to date information visit our website

WWW.NYBAHOOPS.COM

NYBA OFFICIALS MANUAL

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GENERAL INFORMATION

Age Groups: Grades 3 through 11 (boys and girls)

Game Dates: 12/6, 12/13, 12/20, 1/10, 1/17, 1/24, 1/31, 2/7

Gym Facilities: Northshore School District Elementary and Middle Schools

Elementary Schools

Bear Creek, Canyon Creek, Frank Love, Hollywood Hill, Wellington, and Woodmoor

Middle Schools

Canyon Park, Kenmore, Leota, Northshore, Skyview, and Timbercrest

Officiating Team: Two referees and one/two scorekeepers per game

Scheduling: Game assignments emailed weekly and posted on [Arbiter](#). If an official cannot work their assigned game, they must notify the Director of Officials at nybarefs@gmail.com immediately. Do not arrange for your own substitute.

NO EXCEPTIONS!!!!

Pay: Paychecks will be issued in three periods and mailed to the address listed in the official's Arbiter profile. Pay dates are as follows:

Check #1 - After week 2 of games (through 12/13 games)

Check #2 - After week 5 of games (through 1/24 games)

Check #3 - After week 8 of games (through 2/7 games)

CONTACT INFORMATION

Director of Officials: Jacob Swenson | nybarefs@gmail.com | 206-930-7589

Scorekeeper Supervisor: Sabrina Wilz | nybarefs@gmail.com | 206-313-0854

Gym Supervisors: Katie Clary, Tony Quattrin, Tanner Shepherd, Jacob Swenson, Levi Walker, Cole Anderson, Kerry Swenson, Sabrina Wilz, Tyler Thomason

League Website: www.nybahoops.com

Scheduling Website: <http://www.arbitersports.com>

Mailing: PO Box 484, Woodinville, WA 98072

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BOARD MEMBERS

PO Box 484
Woodinville WA. 98072

Contact	Responsibility	Phone	Email
Chad Steigers	President	425-998-6450	chad@steigers.land
Jennifer McGibbon	Treasurer / Refunds		jenmcgibbon@hotmail.com
Jennifer McGibbon	Scholarships		jenmcgibbon@hotmail.com
Scott Bullock	Website		scottbu24@gmail.com
Don Nordby	Officials, Gyms, Schedules & Scores	425 483-8260	Don.Nordby@frontier.com
Pat Scott	Equipment (Jerseys & Team Basketballs)	425-785-0738	NYBAJerseys@gmail.com
Pat Scott	Coaching Development	425-785-0738	coach.pat@homecourtnw.org
Rob Jackson	Boys 3rd-5th Grade Coordinator		rihpp@aol.com
Rochelle Putnam	Boys 6th-8th Grade Coordinator		Putnamrochelle25@gmail.com
Greg Rauch	Girls 3rd-5th Grade Coordinator		gprauch@gmail.com
Pat Scott	Girls 6th-8th Grade Coordinator	425-785-0738	coach.pat@homecourtnw.org
Pat Scott	Girls 9th-12th Grade Coordinator	425-785-0738	coach.pat@homecourtnw.org

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NYBA MISSION STATEMENT

The mission of the NYBA is to provide a positive, healthy, and educational basketball experience for the youth of our community. In accordance with our mission, we expect the coaches of this league to be positive role models in both practice and in games. Coaches should exemplify and teach good sportsmanship.

The NYBA has zero tolerance for any inappropriate behavior from coaches, parents, players, and referees, including; vulgar language, verbal or physical abuse, and unsportsmanlike conduct.

Thank You!

The NYBA officials program is an essential part of this learning experience. Our ability to provide officials that are knowledgeable, well trained, fair and consistent is essential. We will contribute to this objective by providing our officials with the best training possible through preseason classes and clinics, midseason evaluations, and in-season review.

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PAYROLL INFORMATION

PAY RATES

- Scorekeepers and Referees are paid on a per game basis.
- Pay range for Scorekeepers is \$17.00 - \$22.00 per game.
- Pay range for Referees is \$18.00 - \$26.00 per game.
- Director of Officials assigns the base rate.
- Base rate depends on NYBA and other officiating experience, as well as a mid-season evaluation.
- Increase to base rate depends on knowledge, improvement, attitude, reliability, and effort.

RAISES

- Every Referee will receive at least one evaluation. The supervisor will make a recommendation to the Director of Officials if a performance raise is warranted. Performance raises are in increments of \$1.00/game. A referee is not guaranteed a raise on each evaluation, and raises are limited to 1 raise per month.
- Employees may also receive an adjustment (raise) to their pay at the discretion of the Director of Officials.

FINE SYSTEM

- \$10.00 - Showing up late for a game
- \$15.00 - Missing an assigned game (*for each missed game*)
- \$10.00 - Turning back an assignment after Wednesday of the assigned week.
- \$10.00 - Failure to email scores by 7pm Saturday night (*Senior Scorekeeper*)

Note: All fines are subject to appeal and may be rescinded by the Director of Officials.

Referral Bonus for Referees: \$100 for a referee who works a minimum of 3 weeks. The referring referee or scorekeeper must also work a minimum of 3 weeks.

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OFFICIALS RESPONSIBILITIES

SCHEDULES / CLINICS

- Keep Information up to date in the Arbiter
 - Current mailing address and personal / parental contact numbers must be present
 - Block dates/times you are not available
 - Scheduling conflicts must be communicated by the Wednesday preceding the scheduled game
- Attend all required training sessions and clinics
 - If you are unable to attend a training session or clinic, please communicate this to nybarefs@gmail.com
 - Attending training sessions or clinics for other officials is encouraged, participation will be required

GYM MANAGEMENT

- NO **food or drink** permitted in the gym
- NO persons in the **hallways** or on the **stage areas** (elementary gyms)
- NO persons in the **back gym** (Canyon Creek and middle school gyms)
- NO **cell phone** usage while game is in play, wait until a break (after a game or halftime)
 - Exception: calling or accepting a supervisor call
- BE **polite and professional** in dealing with coaches, parents and players

PRIOR TO THE GAME

- Arrive **15 minutes prior** to scheduled game time
- Check gym conditions and correct if possible
- Report gym damage to the custodian or gym supervisor
- Set up the scorer's table equipment (**scorekeeper**)
- Review rules as an officiating team for specifics relating to grade level and boys/girls (e.g. designated area, backcourt checking, etc.)
- Ensure teams are warming up at the basket opposite of their bench (**referee**)
- Obtain team rosters and post in scorebook at least 5 minutes prior to game time (**scorekeeper**)
- Correct any uniform issues and address any jewelry concerns prior to or during the coaches meeting
 - Uniforms
 - Under shirts must closely match the color of the players jersey (or be white)
 - i.e., Baby blue jerseys will not be allowed under blue jerseys
 - i.e., Black undershirts are only allowed if the player is wearing a black jersey
 - Jewelry exceptions
 - Religious jewelry is allowed if it is taped and worn under the jersey
 - Medical alert jewelry is allowed if it is taped and made visible
 - Freshly pierced ears may be taped.
- Meet with coaches at least 2 minutes prior to game time (**referee**)
- Have home team (blue/black) head coach read the pre-game announcement
- **ENSURE PROMPT START TIME!**

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REFEREE RESPONSIBILITIES

UNIFORMS / EQUIPMENT

- Referees must provide their own black pants or shorts
- Referee shirts are provided by NYBA and must be worn tucked in
- Whistles are provided by NYBA and must be brought to all games
- Hats may not be worn while refereeing
- Referee shirts must be returned to the NYBA at the end of the season

DURING GAME

- Check the score and fouls with the scorekeeper at every opportunity
- Do not allow other players or spectators on the court during timeouts
- **Know the rules!** Both High School and the NYBA specifics
- Preventative officiating
- Watch game clock for substitution time out (5 minutes)
 - Wave the subs in when you are ready
 - Subs are not a time out, keep things moving
- Work with your partner and maintain eye contact with your partner
- Box in the action, know lead and trail responsibilities and off ball coverage
- Strong whistle and voice
- Sell your calls
- Call the fouls tight at all ages
 - Report to the scorer's table using a loud voice and proper signals
 - Switch on all fouls
- Maintain a positive attitude and a desire for learning

AFTER GAME

- Retrieve the game ball after the game and return it to the scorekeeper
- Assist scorekeeper in obtaining coaches approval of the final score
- Assist the scorekeeper with making sure the next game starts on time (minimum of 5 minutes between games)
- Assist in clearing the floor when the custodian is sweeping
- After your last game, do not leave until your replacement has arrived

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SCOREKEEPER AND TIMER RESPONSIBILITIES

DURING GAME - SCOREKEEPER

- Place all information in the SCOREBOOK first, then the scoreboard (if no timer is present)
- The scorebook is the official record, not the scoreboard
- Post the running totals (score, fouls) first, then the individual totals
- Use a pencil, write legibly, and sign the book
- Write team names and gym location in the scorebook
- Write players names in numerical order
- In scorebook keep track of:
 - Running Score and Individual Scores
 - Player and Team Fouls
 - Timeouts
 - Player substitution
- Check playing rule/sections with coaches at half time

DURING GAME - TIMER

- Operate scoreboard and timer
- Assist scorekeeper with substitutions
- Manage alternating possession arrow (points to basket, not bench)
 - Jump ball used only to start game and each overtime period
 - First arrow goes to team that did NOT become the first to gain "control" of ball
 - Points to teams basket, not bench
 - Possession arrow used for each held ball
 - Possession arrow used to start 2nd half
 - On held ball, arrow does not switch until the ball has been in-bounded
 - If the half ends prior to the ball being put into play, the arrow does not switch

AFTER GAME

- Post the final scores on the score sheet and have the coaches initial the sheet.
- Throw away any used ice bags from the game!
- Keep the gym bags CLEAN!!
- Report any supplies needed for the gym (ice packs, TAG boards, etc.)
- After your last game, do not leave until your replacement has arrived

EMAIL GAME DAY REPORT

- The senior most scorekeeper emails the completed game day report to nybarefs@gmail.com and don.nordby@frontier.com by Saturday evening (7pm).
- Double check report for accuracy before submitting
- Report Should Include
 - Scores - The final scores for each game
 - Report teams in exact order as listed on the score sheet.
 - List (W) or (L) next to the team and score
 - Fouls - The total number of fouls committed by each team for each game
 - Technical or Flagrant Fouls - Include the following information when reporting
 - Players full name and jersey number

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- Official who made technical foul call
- Game half and time remaining in the half
- Nature of call (illegal defense, taunting, etc.)
- Whether call resulted in an ejection
- Schedule Changes
 - List any officials (referees or scorekeepers) that were late to their game
 - List any officials that did not show up for their games
 - List any officials that worked games that were not on the original printed schedule
- Roster Changes
 - List any corrections to uniform numbers for each team
- Equipment Needs
 - Game balls, first aid kits, ice bags, tape, etc.

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GAME MANAGEMENT

SUBSTITUTIONS

- **Referees** stop the game as close to the 15, 10, and 5-minute marks in each half
 - **Do not stop** if
 - Loose ball
 - Shot in the air
 - Player has a fast break opportunity to score
 - Stop play once possession is established or the shot is made to allow substitutions
- **Scorekeepers** check players in and out
- Players enter the game only after checking in **and** being beckoned by the referee
- **Important:** This is not a timeout. Teams may not huddle during substitutions unless a timeout is called.

TIMEOUTS

- Each team is allowed
 - 3 timeouts for the game (to be used in either half)
 - 1 timeout during overtime
- Timeouts **do not carryover** from regulation to overtime
- Timeouts are **45 seconds** in length
- **Scorekeeper** shall sound the horn at 30 seconds and at 45 seconds
- Play resumes after 45 seconds

HALFTIME

- Halftime lasts **5 minutes**
- Sound the horn after 4 minutes and again after 5 minutes
- Play resumes after 5 minutes

OVERTIME

- **Coaches meeting:** Meet both head coaches at mid-court immediately after a tie at the end of the 2nd half to explain the overtime rules.
 - 2nd half rules apply for defensive restrictions (backcourt) and free throw bonuses.
 - Free substitutions are allowed in overtime for eligible players, but players must check in and be beckoned by the referees.
 - Eligible players are players who **did not** foul out during the game.
 - Substitutions are only allowed during dead ball situations.
- Get players ready for a jump ball. Ensure they are lined up in the **correct direction** (the same direction they played in the 2nd half).
- **Second Overtime:** If needed, will be sudden death (first team to score wins)

FREE THROWS

- Foul Count
 - Always be aware of each team's total fouls
 - **7 team fouls** result in a **1-and-1 bonus**
 - **10 team fouls** result in a **2-shot bonus**

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- All types of fouls (personal, intentional, flagrant, and technical, including those against a coach) count as team fouls toward the bonus
- If available, utilize the gym scoreboard to track team fouls
- Lane Positions
 - Opponents of the free throw shooter must occupy the two lane spots **closest to the baseline**
 - The offensive team has the right to occupy the **2nd lane spot**, while the defensive team occupies the **3rd lane spot**
 - If a player chooses not to occupy their assigned lane spot, an opponent may take that space
 - **Defensive Team:** No more than **4 players** may occupy a lane space
 - **Offensive Team:** No more than **2 players** may occupy a lane space
 - There must always be at least **3 players** not occupying lane spaces, restricted to the area behind the 3-point arc and free throw extended
- Shooting Procedures
 - The free throw shooter and any player not in a marked lane space must wait to enter the key until the ball hits the rim or the free throw is completed
 - The free throw shooter must not cross the free throw line until the ball touches the rim or the free throw ends
- Notification of Foul Trouble
 - **Scorekeepers:** Notify coaches and referees when players are in foul trouble (i.e., **4 personal fouls**)

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NYBA RULES AND POLICIES

Summary of Revisions to the NYBA Rules for 2025-2026:

There are no NYBA specific rule changes for the current season

Article I: General Rules and Policies

- A. The NYBA uses the National High School Basketball Rule Book as its official guide. Please consult the rule book for any changes for the current basketball season.
- B. The NYBA uses specific exceptions to the National High School Basketball Rule Book. The exceptions are listed in this document.
- C. Coaches are expected to act in a positive and supportive manner toward all players at all times, and to display good sportsmanship toward the officials.
- D. It is the responsibility of the coaches to demonstrate good sportsmanship and they will be responsible for the actions of players, parents and themselves.
- E. Foul, abusive, or threatening language directed at any player, referee, or anyone involved in the NYBA program will not be tolerated at any time.
- F. Coaches and/or assistant coaches assessed with two technical fouls (not including illegal defense technicals) must leave the game facilities.
- G. Every coach and player shall shake hands with the opposing team at the end of the game to show good sportsmanship. Failure to shake the opposing team's hands will mean suspension from the next game. A second violation means a suspension of 3 games.
- H. The NYBA has a specific "CODE of CONDUCT" governing the behavior of all players, coaches, bench personnel and spectators.
- I. Coaches are reminded that they are to remain seated during the course of the game, per the High School Rules. The NYBA allows Coaches to stand and enter the court to attend to an injured player. Coaches are asked to use discretion before entering the court until play has been stopped by an Official

Article II: Game Time Regulations

- A. Halves
 - a. **Game duration:** Two 20-minute halves (running clock)
 - i. Last two minutes of 2nd half - stop clock
 - ii. EXCEPTION: Either team ahead by fifteen (15) points or more.
 - b. **Stop clock during:**
 - i. Substitutions (Art. VI-B)
 - ii. Time-outs (Art. II-B)
 - iii. Free throws
 - iv. Injuries
 - v. Last 2 minutes of the 2nd half (Art. II-Aai)
 - vi. First overtime (Art. II-Ca)

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- c. **Halftime:** 5 minutes between halves
- B. Timeouts
 - a. Each team is allowed
 - i. 3 timeouts during the game (used at any time) - not per half
 - ii. 1 timeout during overtime
 - b. Time-outs will be 45 seconds each
 - i. The scorekeeper shall signal a warning buzzer at 30 seconds, and again at 45 seconds
 - ii. Both teams should be on the court ready to resume play at the sound of the second horn.
- C. Overtime
 - a. **First overtime** - two minutes stop clock
 - b. **Second overtime** - sudden death (first team to score wins)

Article III: Backcourt Checking

Boys and Girls - Grades 3 - 4

- A. No back court checking is allowed at any time during the game.
- B. All backcourt checking violations will result in a warning by the Referee. No technical fouls will be called for back court violations. Possession of the ball awarded to the offensive team. EXCEPTION - If, in the referees opinion, the coach is using backcourt checking as a strategy (to run time off the clock, for example), a technical foul may be called. Two (2) points awarded, plus possession.

Boys and Girls - Grades 5 - 6

- A. Back court checking is allowed only in the last two (2) minutes of the 2nd half, and subsequent overtime periods. Both teams can back court check at any time during that two minute period. The team ahead cannot back court check if ahead by fifteen (15) or more points.
- B. For unauthorized backcourt checking, the first violation is a warning. All subsequent violations will result in a technical foul. Two (2) points awarded, plus possession of the ball. Point of clarification: If, in the judgment of the Referee, the backcourt checking was accidental and not intentional, a technical foul may not be awarded. The ball will be awarded out of bounds to the offensive team. The intent of this rule is to prevent coaches from using this as a defensive strategy.

Boys and Girls - Grades 7 - 12

- A. The team ahead cannot back court check if ahead by fifteen (15) or more points.

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Article IV: Defense

Boys and Girls - Grades 3 - 6

- A. **Zone defense is not allowed** - Once the ball crosses the half court line and enters the front court, the defensive player must be within three (3) feet of the offensive player when the offensive player is inside the Designated Area (DA). This also applies to inbounding the ball on the baseline, in the front court. Please refer to the diagram of the DA on the next page. Exceptions as noted.

Intent of Rule: Prohibit zone defense in order to teach person-to-person defensive skills, which include switching and "helping", a fundamental of basketball.

Explanation of the Rule: Zone defense is defined as defending an area of the court rather than a player. The term "double team" can mean up to 5 defensive players. Each defensive player may leave the offensive player only to go after a loose ball or double team another offensive player in possession of the ball **and** inside the DA.

- B. Each defensive player must return to their offensive player when these actions are completed, if their offensive player is inside the DA. If the offensive player leaves the DA, the defensive player is not required to follow. The defensive player may play anywhere he/she chooses while the player being guarded elects to stay outside the DA.
- C. No multiple teaming of any offensive player by a defensive player is allowed outside of the DA, to avoid a half court trapping defense.

Violations

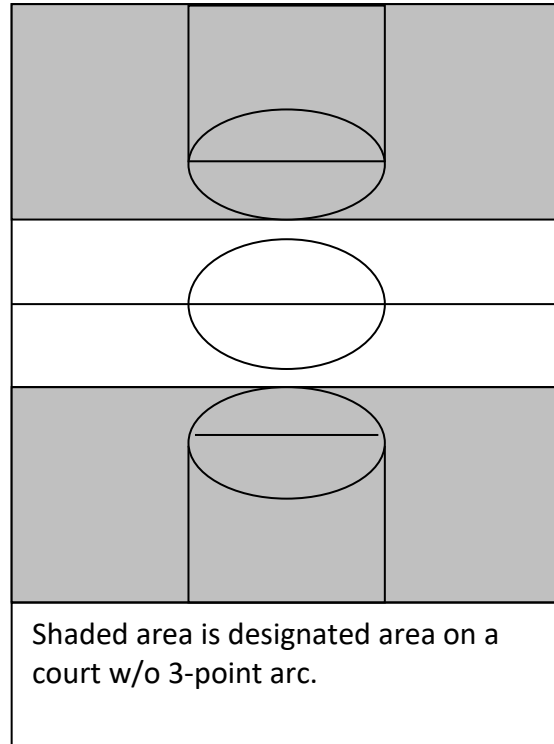
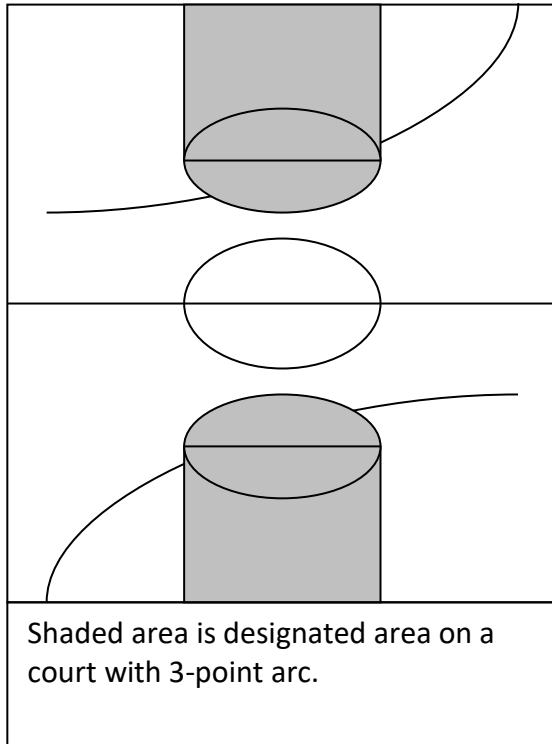
- A. For 3rd and 4th grade boys and girls: on illegal defense technical fouls, the first two violations will receive a warning. All subsequent violations will result in two (2) points being awarded to the offensive team, plus possession of the ball.
- B. For 5th and 6th grade boys and girls: Players and coaches will be warned upon first offense. Further violations will result in a technical foul. Two (2) points awarded to the offensive team, plus possession of the ball.

Definition of the Designated Area

The specific Designated Area (DA) shall depend upon the configuration of the gym floor. The intent is to use the 3 point line as the boundary for the DA. However, if the gym does **not** have a 3 point line permanently marked on the floor, the DA boundary line shall be a line parallel to the baseline and the midcourt line, running across the arc at the top of the key. See the diagram below:

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DESIGNATED AREA (DA) DIAGRAM



Article V: Offense

Grades 3 - 6:

- A. Three (3) point goal not in effect.

Article VI: Individual Playing Time

- A. League policy is that all eligible players during the course of a game should receive equal playing time. Players can become ineligible due to illness, injury, or disciplinary action of the coach. If a player is ineligible, the scorekeeper and the opposing coach should be informed prior to the game or during the game if the disqualifying event occurs during the game. If the player is ineligible, the parents or guardians should also be informed of his/her disqualification. League scorebooks may be monitored by the Board of Directors at its discretion to ensure compliance by all teams.
- B. Player substitutions can only be made at the designated 5 minute marks during each half. The referees shall stop play as close to the 5 minute mark as possible. This will be done at the discretion of the Referees, so as not to stop the game during a continuous play. All planned substitutions should be made at this time. If a player is injured or fouls out of the game, then a substitution can be made when play is stopped. Only an eligible player may enter the game. The

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player playing the majority of the time in that section will be charged for playing in that section. A "section" is defined as $\frac{1}{4}$ of a half, for 4 total sections per half and 8 sections total per game.

- C. Maximum and Minimum Playing Time: The following is the maximum and minimum time a player may play in a game depending on the number of players on the team at the beginning of the game.

PLAYERS	MAXIMUM	MINIMUM
11	4 sections	3 sections
10	4 sections	4 sections
9	5 sections	4 sections
8	5 sections	5 sections
7	6 sections	5 sections
6	7 sections	6 sections
5	8 sections	8 sections

- D. All players must sit at least one section in the first half of the game, except for teams that start the game with 5 or 6 players.
- E. Teams with 4 or less eligible players at the start of the game will forfeit the game. A 10 minute grace period will be allowed.
- F. Violations of Article VI, Section A, B, C, D or E will result in an automatic forfeiture.
- G. Coaches are reminded of the "spirit of the rule", and are asked to ensure that equal playing time is provided to ALL players over the course of the season.
- H. For Grades 3 only, a Coach may leave the bench to manually "match up" his/her players at the beginning of a half or at the substitution break.

Article VII: Free Throws

- A. Girls grade 3 – The free throw line will be at eleven (11) feet.
- B. Boys grade 3 - 4 and Girls grade 4 – The free throw line will be at twelve (12) feet.
- C. Boys and Girls grade 5 - 12 – The free throw line will be at fifteen (15) feet.

Article VIII: Technical Fouls

- A. When a technical foul occurs, no foul shots will be taken. The other team will be awarded two (2) points and the ball out of bounds, at mid court opposite the scorers table. The player from the other team closest to where the technical foul occurred will be given credit for the points, at the judgment of the Referee.
- B. Code of conduct violation – penalties**
- a. Please refer to the NYBA Code of Conduct for specifics of the expectations for all players, coaches, bench personnel and spectators, as well as the specific penalties.

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- b. Any player receiving a technical foul will be required to sit out the current section and the following section. For the purpose of the playing rule, the player sitting out will be marked as having played in each of those sections.
- c. Any player or coach who is ejected will be suspended from the next 2 regular season games. All suspensions are considered final, with no appeal process.

Article IX: Equipment

- A. All Players must wear assigned NYBA basketball uniform
 - a. Under shirts MUST be the **same color** as the uniform, or WHITE.
 - b. Shirts MUST always be **tucked in**. NO EXCEPTIONS
 - c. No tying of any knots or “rubber banding” shirts. NO EXCEPTIONS
 - d. No taping of numbers. NO EXCEPTIONS.
- B. A portable clock and scoreboard will be used when the gym scoreboard is unavailable.
- C. The electronic scoreboard will show the team scores at all times, regardless of the point differential.
- D. NYBA Referees will designate for each team the eleven and twelve foot free throw line where appropriate.
- E. The Scorekeepers will operate an Arrow display indicating alternate possession.
- F. NYBA will provide the game balls. Synthetic leather balls will be used for all NYBA games
- G. Basketball Sizes
 - a. Girls grades 3 - 4 – Junior size (27.5 inch circumference)
 - b. Boys grades 3 - 6 – Intermediate size (28.5 inch circumference)
 - c. Girls grades 5 - 12 – Intermediate size (28.5 in circumference)
 - d. Boys grades 7 - 12 – Official size (29.5 inch circumference)
- H. Height of Baskets
 - a. All grade levels will play their games on 10 foot baskets.