

General Scorekeeping Guidelines and Procedures

- 1) Running the Clock/Scorekeeping requires your undivided attention.
- 2) Communicate with your counterpart and double check for accuracy.
- 3) The **RUNNING SCORE, INDIVIDUAL FOULS, TEAM FOULS, THE POSSESSION ARROW** and **TIME OUTS** are the most important aspects of the official scorer's job. While an individual's points is nice to know and helpful in tracking the running score, individual scoring is secondary.
- 4) After each quarter, remember to "close out" the quarter by marking vertically through the just-completed quarter, documenting the points for the period, documenting the running points totals, marking a vertical line in the running score area indicating the score, and noting any player who has or have met the uninterrupted play quarter requirement.
- 5) At halftime, remember to "close out" the half by following Item 4) above. In addition, be sure to place backslashes through each personal foul committed in the first half. Finally, a horizontal line should be placed through the unmarked 1st half team fouls. These steps are taken to ensure recording of second half team fouls is done in the second half area.
- 6) Scorers are to indicate to the game officials once a team has committed its 7th team foul (bonus) and when a team has committed its 10th team foul (double bonus). **REMEMBER:** All technical fouls, including team technicals and technicals on coaches count as team fouls as well.
- 7) The official scorer is responsible for the recording of the uninterrupted quarter rule. When a player starts a quarter, put a forward slash in the appropriate quarter box. When a player enters in the middle of the quarter, a backslash should be entered in the appropriate quarter. When a player departs during the quarter, a horizontal line is to be put through the middle of the appropriate quarter.
- 8) Announce the score periodically. Remind each other of the direction of the possession arrow, personal and team fouls and time outs.
- 9) Tell the coach when a player gets his/her 3rd and/or 4th foul. Inform the referee when a player gets his/her 5th foul.
- 10) Record a 3-point basket as a 3, a 2-point basket as a 2 and record a free throw attempt with a circle and a made free throw as a circle filled in or as a circle with an "X" through it..
- 11) Once the game begins, the scoresheet is the official record, not the score on the clock.

Scorekeeper/Timer Guidelines and Procedures

- 1) Running the Clock/Scorekeeping requires your undivided attention. **NO CELLPHONES, NO IPODS, NO PAGERS, NO EARPHONES, NO ELECTRONIC DEVICES THAT CAN CAUSE A DISTRACTION** while keeping score -- **ONLY** during breaks **AFTER** games halves are “closed out.”
- 2) Communicate with your counterpart throughout the game to double check for accuracy. Once the game begins, the scoresheet is the official record, not the score on the clock.
- 3) Ensure that you have at least 3 or 4 sharpened pencils **WITH ERASERS!!!**
- 4) Timers should get the coaches in the habit of providing you with their **NUMERICAL ROSTERS** and **REFEREE MONEY IMMEDIATELY AFTER** the **PRECEDING GAME!!!**
- 5) As soon as the previous game ends, the scorer(s) and timer should confirm the final score of the game (more on that later).
- 6) Make sure that you completely “close out” the scoresheet of the previous game (more on that later), if you had one, before starting a new game.
- 7) Once the previous game is “closed out”, it is now time to begin preparation for the next game.
- 8) The team names (home team on the **LEFT** side of the scoresheet) must be entered first. Enter the full team name for each team as they appear on the schedule. Do **NOT** enter the jersey color until gaining confirmation from the referees as to the color of jersey each team will be wearing.
- 9) Check the appropriate box when you receive the referee fees. Ensure that the amount is correct.
- 10) As soon as the rosters are received from the coaches (the timer should provide assistance in this area), the **LAST NAMES** and **NUMBERS** should be entered into the book **IN NUMERICAL ORDER (THIS IS CRUCIAL** and will make the rest of the game flow **MUCH EASIER)!!!** The starters should be indicated as well by placing a forward slash in the 1st quarter box for the five players.
- 11) Once all of this is completed, the book is ready for play. If a scorer or timer needs to take a break, this is the time a break should be taken.

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12) Each time a goal is scored or a free throw is made, update the **RUNNING SCORE** first, followed by the individual player line. Remember to mark a “3” for a three point goal, a “2” for a two point goal. Indicate free throw attempts with an open circle. Indicate that the free throw has been made by either filling in the circle or placing an “X” through the circle. Work with your fellow scorers/timers to ensure accuracy.

13) When **FOULS** are being reported, do **NOT** assume you know who the foul is on -- wait for the referee to report the information to you. When the referee approaches the reporting area, **MAKE EYE CONTACT WITH THE REFEREE**. Once he has reported the color and number of the player committing the foul, document the information by adding a team foul and adding an individual foul to the player. The scorer should also do a quick check to ensure that the total number of individual fouls for the half matches the total team fouls for that half.

14) If the foul is a non-shooting foul (officials should tell you if the foul is a shooting foul), then you must ascertain whether the foul will result in free throws or not. If the fouled player was in the act of shooting, the player will **ALWAYS** shoot two or three free throws depending upon the type of shot the player was in the act of shooting (**UNLESS** the basket counts in which case the shooter will get one free throw). If the player was not shooting, the number of team fouls by the offending team and who was in possession of the ball (offense or defense) will dictate whether the team will get the ball out of bounds or shoot free throws. Any time a foul is committed by the offensive team (**NOT** fouls on rebounds) or if the offending team has committed six or fewer team fouls in that half, the other team will be awarded a throw-in from the spot nearest the foul. If the foul is the seventh, eighth, or ninth team foul during that half **AND** it is a non-shooting foul **AND** not a foul on the offense, the player fouled will be awarded one free throw with a bonus free throw if the first free throw is made. If the foul is the tenth or more on a team during that half **AND** it is not a foul on the offense, the player fouled will shoot two free throws (unless attempting a three point shot **OR** the shooter was fouled **AND** the basket counts).

15) Properly record all changes in the possession arrow. It is set when a team commits a violation or gains possession to start the game or overtime period. The team not getting the ball initially, gets the arrow. Indicate the team getting the arrow as soon as possession is established (or one of the officials indicates to you which way the arrow is set in the event of a violation) by marking the color in the possession arrow area. The alternating possession procedure is used to start each quarter. **REMEMBER:** The arrow gets changed on the throw-in to start each quarter! The Possession Arrow can be **VERY IMPORTANT** in a tight game -- get it right!!!

16) Properly document each time out as described by the official reporting the time out. When in doubt, sound the buzzer for clarification.

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- 17) Properly document all Delay of Game warnings -- maximum of one per team per game. Inform the official if he or she attempts to issue a second warning during the game for the same team.
- 18) Document all technical fouls -- individual, team and coach/bench technicals.
REMEMBER: All technical fouls also result in a team foul. Document technical fouls called on assistant coaches or spectators in the **NOTES** section of the scoresheet.
- 19) When a quarter ends, the scorekeeper must “close out” the quarter. The first step in this process is to make a vertical mark immediately to the right of the current running score (or to the left of the “1” if a team has not yet scored in the game). The second step is to make a vertical “squiggly” line down through that quarter. The third step is to total the number of points for the quarter and document on the scoresheet. The totals should then be cross-checked with the running totals and the scoreboard. In the event of a discrepancy between the three sources, **THE RUNNING SCORE IS THE OFFICIAL SCORE -- MAKE SURE YOU HAVE IT RIGHT!!!** Count the individual fouls and verify with the total team fouls for the quarter (you may also verify with the scoreboard in some cases). Generally, official scorers will default to the total individual fouls when the total team fouls is different from the tally of the individual fouls, but get in the habit of marking the individual foul as soon as it is reported and then **IMMEDIATELY** incrementing the **TEAM FOULS**. Make a vertical mark immediately to the **LEFT** of the latest possession arrow marking. If a player has played an uninterrupted quarter, ensure that you note that information with a simple check to the left of the player’s number in the book. In the case of a JV or Varsity player, make a simple check to the left of the player’s number in the book for the player’s appearance in his/her first quarter and turn the check to an “X” when the player makes an appearance in his/her second quarter (**ALL** JV and Varsity players must appear in two **DIFFERENT** quarters).
- 20) At halftime, all of the steps in item 12) above must be completed. In addition, a horizontal line is to be placed through the remainder of the 1st half team fouls for each team. Finally, each “/” for a player foul, or non-player technical foul must be made into an “X”. It is also a good idea to make a vertical line to the right of the latest foul for each player. These actions are taken to ensure that the team fouls are properly accounted for in the second half.
- 21) Ensure that the referee is acknowledging that the game is over. When a game is completed, “close out” the 4th quarter/OT period. Mark the final score **CAREFULLY** for each team. Ensure accuracy at this step.
- 22) Get ready to start the next game.