

# ***Foothill-SLAM NJB***

***Sunnyvale - Los Altos - Los Altos Hills - Mountain View***

## **Scorekeeper / Timekeeper Duties**

**(Updated November 12, 2011)**

### **Job Description**

The role of the scorekeeper & timekeeper are to make sure that games are properly tracked in the scorebook and on the scoreboard. The scorekeeper is responsible for making sure that the official record of the game is recorded in the scorebook, so in case of disputes, the Foothill-SLAM Board can retrieve the results from the scorebook. The timekeeper is responsible for ensuring that the scoreboard is operated properly (meaning it accurately reflects the results of the game and that the clock is started on time and stopped on time).

### **Responsibilities**

1. Arrive at least 15 minutes before your shift starts. Go immediately to the scorer's table. If you have the first game, please be sure that the gym is set up properly for a game (blue tape is on the floor, scoreboard controller is working, players' benches are ready, etc.). The gym should be set up by the gym monitor, but you should check it.
2. Get a debriefing from the previous scorekeeper /timekeeper team if you don't have the first game.
3. Introduce yourself to the referees. Please shake their hands with a firm handshake, speak loudly enough to enable them to hear you in a noisy gym, and look them in the eyes. Do not wait for them to introduce themselves to you. Make the first effort and be confident, this is a skill that you will use the rest of your life. Remember they are your partners in officiating the game. You want to know their names and always be on the same page as them in managing the game.
4. Make sure the clock represents the amount of time to the start of the next game and is operating, so all of the players, spectators, officials, and coaches know how much time they have until the next game starts.
5. Verify that you have the correct scorebooks for the games in your gym that day, a Division scorebook and an All Net scorebook (if you are in a gym that holds All Net games, typically King's Academy and Los Altos High School). Check the scorebooks and make sure you have enough blank pages to record the results for the number of games on your schedule. There should be a new scorebook in the game day gym bag if you are running out of pages. Please check the game day gym bag to make sure you have enough pages for the games. If you don't please call the Scorekeeper Coordinator. Prior to each game, verify you are using a Division scorebook for Division games (5 quarters) and an All Net scorebook for an All Net game (4 quarters).

6. Introduce yourself to the coaches of the two teams and ask for their team rosters. Get the rosters from the Coaches well before the game is to begin and record the player numbers in the book. You should enter these players in numerical order from smallest number to largest number. It will make your job much easier to record the results during the game. Most important, enter the Silicon Valley Section team name not the adopted team mascot name. For example, all Foothill-SLAM NJB teams have their name start with FH followed by a A for All-Net Level 1, a B for All-Net Level 2 or D for division to account for the first three characters. There will be three or four additional characters or numbers depending on the grade level, boy/girl, and team number, for example FHD3B01. This team number is the only way we can track back to the scorebook with the Section to ensure we have the official game results. The Game Day Ledger will have the schedule for that day in that gym if for some reason one of the coaches do not know their official Silicon Valley Section team name.
7. Do not let spectators sit on the same side as the scorekeepers and teams. We have set up all of our gyms such that parents can sit on the opposite side of the gym. Please have the gym monitor ask these parents and other spectators to sit on the other side of the gym. You will find that these spectators can be very distracting during a game. You will have enough distractions from the officials and coaches. Coaches are to remain seated during the game.
8. Here are some things to expect between quarters:
  - a. Each team is allowed to have their own scorekeeper with a book. They may and have the right to compare what they have recorded to what you have recorded. **REMEMBER** you have the official scorebook (and scoreboard), so you must be prepared to support what you have recorded. The more you use the guidelines in the appendixes to record your results the better off you will be when challenged.
  - b. In most games, the officials will want to reconcile the scorebook to the scoreboard after each quarter. Please be sure that the scorekeeper and the timekeeper are always in sync with the results on the scoreboard and these results must **match** the results in the scorebook. It will save you enormous embarrassment if the scorebook and scoreboard always match.
  - c. Each quarter you should tally the results per player and make sure this totals to the team results for the quarter.
  - d. Think of this job much like a math test where the teacher wants to see how you got to your answer. The better you document the results the easier it will be to keep the officials and coaches on the same page with **YOU**.
9. Here is the important **first** half game statistics that officials and coaches will want to know immediately upon asking , so be prepared to provide this information proactively (before being asked):
  - a. Fouls per player, anytime a player reaches three or four fouls, you must tell that player's head coach. Just get the coach's attention, by calling out "Coach", and then when the coach looks at you, tell them that number # has X fouls. They need this information to manage the player on the court. You may find that officials ask you between games if any players are in foul trouble.

- b. Fouls per team is even more important because it determines when a team gets to shoot bonus free throws on non-shooting fouls. In All-Net, you should tell the referee and the coach when his/her team has reached six fouls, because the other team will be shooting bonus (one and one) shots upon the 7<sup>th</sup> foul and the double bonus (two shots) on the 10<sup>th</sup> foul. In Division, you should tell the referee and the coach when his/her team reaches nine fouls, because the opposing team will be shooting bonus shots upon the 10<sup>th</sup> foul. Do not be bashful make sure these coaches know that their team is in foul trouble, because it could affect the outcome of the game.
  - c. Time-outs per team is important for officials and for coaches. In All-Net time-outs are managed according to NFHS high school rules (Section 5-12) and the All-Net Winter Rules sheet. In Division, each team has one time-out in the first half, two time-outs in the second half, and one time-out for each overtime period per NJB Division Rules & Regulations (Section 6). Anytime a coach uses his/her last time outs in the first half, you must let them and the officials know they are out of time outs. This is important because the coach or player will get a technical if they call time-out when they don't have any time-outs left.
10. Here is the important **second** half game statistics that officials and coaches will want to know immediately upon asking , so be prepared to provide this information proactively (before being asked). Most of these are the same as the first half but more important in the second half:
  - a. Fouls per player, anytime a player reaches three or four fouls, you must tell that player's head coach. Just get the coach's attention, by calling out "Coach", and then when the coach looks at you, tell them that number # has X fouls. They need this information to manage the player on the court. You must tell the officials when a player reaches four fouls, so they are prepared when the player fouls out of the game. **It is important NOT to surprise the officials.** You should always be on the same page with the officials.
  - b. Fouls per team is reset at half time, you must restart this count. As you enter the fouls for each player in the second half, please use a different notation, so you can keep track of second half fouls versus first half fouls. The running team foul total must equal the total number of second half fouls you have recorded for each player. These bonus free throws are critical in close games. In All-Net, you should tell the coach when his/her team as reached five and six fouls, because the other team will be shooting bonus shots upon the 7<sup>th</sup> foul. In Division, you should tell the coach when his/her team reaches eight and nine fouls, because the opposing team will be shooting bonus shots upon the 10<sup>th</sup> foul.
  - d. Time-outs per team are very important in the second half, because it is common for teams to use all of their time-outs. In All-Net time-outs are managed according to high school rules – five total time-outs for the entire game. It is not uncommon for these All-Net coaches to forget how many time-outs they have left. In Division, each team has only two time outs in the second half even though there are three quarters. Anytime a coach uses his/her last time outs in the first half, you must let them and the officials know they are out of time outs. This is important because the coach or player will get a technical if they call time-out when they don't have any time-outs left.

## Foothill-SLAM NJB

### Scorekeeper / Timekeeper hand-offs:

1. Don't leave until your replacement or a Foothill-SLAM NJB Board Member arrives
2. Meet at the scorekeeper table
3. Make sure your replacements are introduced to the referees
4. Notify of any important issues such as the scoreboard not working properly or other issues with the gym
5. **Don't leave** until you've met your replacement (meet at the score keeper table). If for some reason the next scheduled scorekeeper or timekeeper does not show up, call the Foothill-SLAM NJB Scorekeeper Coordinator immediately, so she or he can find a replacement. If you are unable to reach the coordinator, then please talk to the Foothill Coach of the team playing next and ask them to recruit a parent from their team to be the gym monitor for the next game. This is important because our Chapter is responsible for having a scorekeeper and timekeeper for each game we host.

### SCOREKEEPER RESPONSIBILITIES

The appendices have examples of how the scorebook should be recorded. The SCOREKEEPER is responsible for accurately recording the following information on the games official score sheet (use a pencil):

- Each player's jersey number and if possible the name
- Points scored by each player during each quarter of play
- Number of quarters played by each team member
- Number of personal and team fouls committed
- Number of time outs taken by each time
- Running score (This is the official score.)

Playing time violations:

- In Division games, teams must comply with all the Player Participation and Player Advantage rules as specified in the NJB Division Rules & Regulations (Section 8 and Section 9). For All Net games, there is no required playing time per player.
- The SCOREKEEPER shall notify each coach when a possible playing time violation is about to occur at the beginning of each quarter. It is the responsibility of the offending coach to adjust his/her lineup to correct the problem.

Marking quarters played:

- Use a single slash to mark the quarter begun by each player who checks in.
- Each player (not the player's coach) must personally check in with the scorekeeper each time he/she enters the game. The referee will tell the player when to enter the game.
- At the end of each quarter, draw a second slash through the first slash for each player who has played the entire quarter. This creates an "X" showing the full periods that each player has played.
- If a player enters the game after the start of a period, mark the quarter using a slash in the opposite direction. Do not mark an "X" in these periods.

Time Outs:

## Foothill-SLAM NJB

- In Division games, teams must comply with the Time-Outs rule as specified in the NJB Division Rules & Regulations (Section 6). Each team will be allowed one (1) time-out in the first half, two (2) time-outs in the second half, and one (1) time-out per overtime period. Unused regulation time-outs can not be carried over to the next half or overtime period.
- For All Net games, time-outs are per the All-Net Winter Rules sheet, three (3) full and two (2) 30 sec time outs per game. One additional time-out is awarded per overtime period per NFHS Rules (Section 5-12). Unused regulation time-outs can be carried over for use in the overtime periods.

## Running score:

- The running score is the official score and should be marked first. The running score should be marked in increments to match the score that just occurred, for example skip to the second square for a normal field goal. Mark the points in the player-scoring section after the running score is marked.
- Draw a line after the running score at the end of each period and at the end of the pre-tip-off free throws. Indicate the period with symbols near each line (i.e., FT, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and OT for overtime).

## Fouls:

- Use a single slash to mark fouls for each player in the personal fouls area and in the team fouls area of the score sheet.
- It is important to mark the fouling player's number in the team fouls area. This provides a way of checking the personal fouls against the team fouls for each half.
- During the half-time break, draw a second slash through each of the single slashes in the personal fouls area for each team as you verify each foul in the team foul boxes at the bottom of the page. This creates an "X" mark and enables you to distinguish first-half fouls from second-half fouls.

The SCOREKEEPER must maintain proper decorum while fulfilling his/her responsibilities during a game. The SCOREKEEPER is considered part of the officiating team for the game; thus, restraint must be shown in "cheering" for either team. Absolutely no coaching is allowed from the scorer's table. Attention must be focused on correct recording of the game activities.

**You may not use your cell phone during the game, texting and calling on the cell phone needs to be done at half time or between games.**

## TIMEKEEPER RESPONSIBILITIES

The TIMEKEEPER is responsible for maintaining the game clock, which controls the maximum number of playing minutes permitted in each quarter, as well as changing the ball possession arrow. The TIMEKEEPER will also check the score sheet for both teams to reflect the accurate score throughout the game.

### Clock:

- Please understand the rules of when the clock is running and not running according to the rule book. It is your responsibility to understand the rules. It varies according to Division Rules (Section 2) and All-Net Winter Rules sheet. All-Net clocks run according to high school rules.
  - Clock buttons are different depending on the scoreboard controller. Please be sure you are familiar with the controller before the game starts.
  - Be sure to understand the Mercy Rule relative to when the clock will remain a running clock. For Division games refer Section 3 and Section 12. For All-Net games, refer to the All-Net Winter Rules sheet.

### Possession Arrow:

- Indicates who will get the ball next.
- Start game with arrow pointing up. Whoever has first control of the ball, the arrow points to the opposite team (i.e., toward the basket not where the players are sitting)
- Switch the arrow when the ball is inbounded following a "jump ball" call by the REFEREE and at the start of the 2<sup>nd</sup> and 4<sup>th</sup> quarters.
- Do not switch the arrow at half time. *(Some REFEREES will choose to switch the arrow during half time and will instruct you to switch it when the ball is inbounded for the 3<sup>rd</sup> quarter. This is equivalent to not switching it at all, and is an acceptable alternative. Communication with the REFEREE is essential to avoid confusion.)*

### Scoreboard:

- The side of the scoreboard used for each team depends on where team sits, not on the direction of play.
- VERY IMPORTANT
  - In gyms where the scoreboard is on the wall, the HOME team should sit to the left of the scorer's desk when facing the court.
  - In gyms where the scoreboard is portable and sitting in front of the scorer's desk the home team should on the right of the scorer's desk when facing the court.

The TIMEKEEPER must maintain proper decorum while fulfilling his/her responsibilities during a game. The TIMEKEEPER is considered part of the officiating team for the game; thus, restraint must be shown in "cheering" for either team. Absolutely no coaching is allowed from the scorer's table. Attention must be focused on correct operation of the game equipment.

**You may not use your cell phone during the game, texting and calling on the cell phone needs to be done at half time or between games.**

## **APPENDIX A**












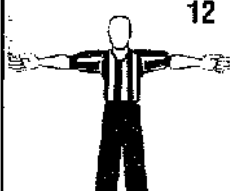




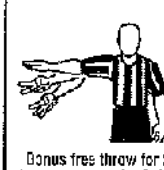

### **Gym bag contents**











1. Game Day Binder with a copy of this document, detailed gym set-up gym instructions, detailed gym clean-up instructions, copy of NJB Division Rulebook, All-Net Winter Rules sheet, NFHS rules, and game day ledger
2. First aid kit
3. Scorebooks with enough blank pages for the day
  - Division scorebooks have 5 quarters
  - All Net scorebooks have 4 quarters
4. Official composite NJB game balls – 3 sizes (29.5”, 28.5”, 27.5”)
5. Pens, Pencils and Pencil Sharpener (Electric)
6. Ball Pump (needle is normally stored in the handle of the pump)
7. Blue painter’s tape – to make Division 2 and 3 free throw lines
8. Towel(s) to clean up spillage
9. Optional: portable score-clock

# **APPENDIX B**



# OFFICIAL NFHS BASKETBALL SIGNALS

Starting and stopping clock	1  Start clock	2  Stop clock	3  Stop clock for jump/hold ball	4  Stop clock for foul	5  Stop clock for foul (optional bird dog)	Information	6  Directional signal
	7  Designated spot	8  Visible counts	9  Backcourt substitutes	10  60-second time-out	11  30-second time-out		12  Not closely guarded
Shooting/scoring	13  No score	14  Goal counts	15  Point(s) scored use 1 or 2 fingers after signal 14	16 3-point field goal  Attempt and if successful		17  Bonus free throw for 2nd throw, drop one arm - for 2 throws, use 1 arm with 2 fingers - for three throws, use 1 arm with 3 fingers	18  Delayed lane violation

Violations	19  Traveling	20  Illegal dribble	21  Palming/carrying the ball	22  Over and back	29  Illegal use of hand	30  Hand check	31  Holding	
	23  3-second violation * Open hand - run and line	24  5-second violation	25  10-second violation	Fouls	32  Blocking	33  Pushing or charging	34  Player-control foul	35  Team-control foul
	26  Free throw, designated spot, or other violation	27  Excessively swinging arm(s)/elbow(s)	28  Kicking		36  Intentional foul	37  Double foul	38  Technical foul	

## **APPENDIX C**

### Scorebook Samples from Existing Scorebooks

- Important to Look at the Current Year Scorebook
- These examples from past years do not have the official Silicon Valley Section official team names
- Be sure to look at these examples before you do your first game.





**VAN MILLER HAWKS**  
 COACH **JOE MUSTAFA**  
 MANAGER **CALVARY CHAPEL H.S.**  
 ASSISTANT **STEINHART**  
 ADDRESS **BAVIGO**

POS	PLAYER	PERSONAL FOULS QUARTERS PLAYED	INJURING SCORE					TIME OUTS	1	2	3	T	2	
			1	2	3	4	5							
G	KENNY BRIGGS	5	22	22	22	22	22	7	4	2	1	0	3	16
F	RALPH OLSON	8	22	22	22	22	22	3	2	0	3	5	6	
G	JOE WASHINGTON	10	22	22	22	22	22	3	2	2	4	1	3	11
F	BERNIE O'BRIEN	12	22	22	22	22	22	3	3	1	1	1	7	
G	BRYAN ARPINO	15	22	22	22	22	22	2	2	2	7	3	1	15
C	TOMMY ROBERTSON	16	22	22	22	22	22	5	4	2	1	4	12	
F	MATT NOTINE	23	22	22	22	22	22	2	1	1	1	3	5	
C	ART LAPPIN	28	22	22	22	22	22	1	1	1	1	1	0	

**SIMPLIFIED SCORING INSTRUCTIONS**

- ① QUARTERS PLAYED**  
 Record the quarter in which a player enters the game and each quarter in which the player participates.
- ② BENCH TECHNICALS**  
 Record technicals called out or charged to the coach.
- ③ TECHNICAL FOULS**  
 Record technicals against individual players.  bench technicals.  All technicals against a player is recorded as a personal foul.
- ④ PERSONAL FOULS**  
 Record each foul charged against the player in the appropriate number square. At the end of the first half, fill in the double line to distinguish which half the fouls occurred in.
- ⑤ TEAM FOULS**  
 Recording team fouls, write in the upper number of the player when a personal is committed.

SCORE-RIGHT PUBLISHING, LLC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32		
8	16	23	10	16	5	10	10	8	8	5	5	12	16	23	23	8	16	8	5	16	17	27	12	12	4	20	72	25	18	10	12	4	20	72

POS	PLAYER	FIRST HALF		SECOND HALF		PTS	REB	AST	BLK	FT	3PT	TOTAL
		PTS	REB	PTS	REB							
F	JIMMY HILL	6	0	22	0	22	0	0	0	0	0	4 17
G	BILL WILLIAMS	8	0	2	0	2	0	0	0	0	0	3 17 3 16
F	DAVE LAWDALE	9	0	0	0	0	0	0	0	0	0	1 3 1 -- 2 3
C	BILL KENNEDY	14	0	2	0	22	0	0	0	0	0	6 4 2 -- 3 14
F	SAL VALDEZ	15	0	0	0	0	0	0	0	0	0	1 4 3 2 0 4 5
G	LEONARD DOREN	18	0	2	0	22	0	0	0	0	0	3 -- 3 2 2 12
G	LARRY BURNSTEIN	21	0	22	0	0	0	0	0	0	0	2 3 2 2 1 1 9
C	JOHN LAWDALE	24	0	0	0	0	0	0	0	0	0	-- -- -- -- 0

**INDIVIDUAL SCORING AND ALTERNATING POSSESSION**

**6 RUNNING SCORE**

In the proper number square, place the appropriate symbol as each score is made.

Field Goals / Free Throws • 3 Point Goals

**7 INDIVIDUAL SCORING**

UPPER SECTION Write 2 for each Field Goal made

MIDDLE SECTION Attempted Made Free Throws

LOWER SECTION Attempted Made 3 Point Scoring

**8 ALTERNATING POSSESSION**

Example: At the start of the game the home team controls the Jump Ball.

- The visitors will take possession 1, 3, 5, etc.
- The home team will take possession 2, 4, 6, etc.
- Indicate by filling in the Double Line.
- Cross out the appropriate number when a team takes possession on the throw-in.

POS	PLAYER	FIRST HALF		SECOND HALF		PTS	REB	AST	BLK	FT	3PT	TOTAL
		PTS	REB	PTS	REB							
F	JIMMY HILL	6	0	22	0	22	0	0	0	0	0	4 17
G	BILL WILLIAMS	8	0	2	0	2	0	0	0	0	0	3 17 3 16
F	DAVE LAWDALE	9	0	0	0	0	0	0	0	0	0	1 3 1 -- 2 3
C	BILL KENNEDY	14	0	2	0	22	0	0	0	0	0	6 4 2 -- 3 14
F	SAL VALDEZ	15	0	0	0	0	0	0	0	0	0	1 4 3 2 0 4 5
G	LEONARD DOREN	18	0	2	0	22	0	0	0	0	0	3 -- 3 2 2 12
G	LARRY BURNSTEIN	21	0	22	0	0	0	0	0	0	0	2 3 2 2 1 1 9
C	JOHN LAWDALE	24	0	0	0	0	0	0	0	0	0	-- -- -- -- 0

