

BASKETBALL SCOREKEEPER AND TIMER PROCEDURES FOR CYC GAMES

BEFORE THE GAME

- A. Arrive at least 10 minutes before game time.
- B. Ask both coaches for their picture rosters and score sheets.
 - 1. For all leagues, all players and coaches must have a valid picture and be on the roster. If they have an electronic copy (e.g., phone), then that is acceptable.
 - 2. Return all rosters to the coaches after verification is done.
- C. The score sheets should be completed as follows:
 - 1. The coaches should be bringing scoresheets that are already filled out for you.
 - 2. If not, add the information to a blank sheet:
 - 1. Name of team and coaches.
 - 2. The player's full last name and their uniform number.Enter the player numbers in numerical order for ease of scoring.
Ask the coach to confirm the list of players.
 - 3. Have the score sheets completed and ready to be checked by the officials prior to the start of the game. Notify an official when there is an issue regarding the submission of the roster/cards or completion of the score sheets.

PARTICIPATION

Each team must have four (4) players dressed and ready to play by the start time of the game. There is no grace period. A team must start with 4, but may end with any number as long as the officials think they have a chance to win.

TIMING PERIODS

All games will play two (2) – twenty (20) minute running halves. The clock will stop on all whistles in the last one (1) minute of the 1st half and last two (2) minutes of the 2nd half.. There will be a four (4) minute halftime. If a team is losing by 20 or more points in the 2nd half, then the clock will run in the last 2 minutes. If the lead becomes fewer than 20 points at any time during the last 2 minutes, then the clock is stopped on every whistle. If the clock is running, then it is stopped only in the event of an injury or a time out. This means the clock would continue to run during a free throw.

OVERTIME PROCEDURES

If the score is tied at the end of regulation time, there will be a two (2) minute overtime period in grades 5th through 8th. Only 1 overtime is played during league games. There are no overtimes in grades 3 or 4.

SCOREKEEPER AND TIMER PROCEDURES

CYC Basketball Score Sheet										Location		Date		Time		Final Score																																																																																																					
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MARKING THE SCORE BOOK

The **Running Score** of both teams across the top of the score sheet **is the most important part of scorekeeping. It is the official score.** To whom the points are credited is not of major importance.

A. TWO/THREE POINT BASKET:

FIRST: Mark the running score at the top of the page. The suggested mark is a slash (/).

SECOND: Mark a two (2) or three (3) on the line of the player who scored, in the correct half.

B. FREE THROW/FOUL SHOT:

FIRST: Mark a 0 for each shot awarded on the line of the player who is shooting in the correct half. (1, 2, or 3)

SECOND: For each shot made, mark the running score at the top of the page.

THIRD: Mark a slash or X through the 0 for each shot made on the player line.

C. FOULS:

1. FIRST HALF - Mark the number in the individual player's foul box area for all first half fouls committed by any player. Also mark the number in the team foul box area for all first half fouls committed by any player. The suggested mark is a slash.
2. SECOND HALF – Using a different mark, mark the number in the individual player's foul box area for all second half fouls committed by any player. Also mark across the number in the team foul box area for all second half fouls committed by any player. The suggested mark is an X.
3. ANY player obtaining a TOTAL of FIVE (5) **personal and technical** fouls is immediately disqualified from the remainder of the game. Notify the officials immediately.
4. All technical fouls called on players will count towards disqualification [five (5)] and towards the team bonus [seven (7)] and double bonus [ten (10)].

SCOREKEEPER AND TIMER PROCEDURES

5. The bonus is in effect **ON** the seventh (7th) team foul (personal fouls and technical fouls). The double bonus is in effect on the tenth (10th) team foul. Notify the officials when reaching these numbers (7 and 10) before the next play.

D. TECHNICAL FOULS:

If it is called on a player, mark the **T box** in the individual player's foul box area. Also mark a **T** in the team foul box area. If it is called on the coach, mark "**T on coach**" at the top of the page. **Technical fouls are team fouls and personal fouls when called against players, and team fouls** when they are called against non-players.

A technical foul should be recorded on the game report including identification of the coach/player and the reason for the technical foul.

If you believe the technical foul will require follow-up by the district or if two technical fouls were called on the same player or coach, then document the incident immediately. Give the write-up to the gym monitor for submission to the district.

JUMP BALLS / CHANGE OF POSSESSION

In all games, a jump ball will occur only **at the beginning of the game and the beginning of any overtime period**. In all jump ball situations after the opening tap, teams shall alternate possessions so as to allow continuous play. The team losing the opening tap will put the ball in play from out-of-bounds in the first held ball situation of the game.

AS THE OFFICIAL SCORER, you must keep track of the alternating possessions on your score sheet. If there is a display arrow, you must make sure it is always pointing in the proper direction. Remember it must be switched at the half because the teams switch baskets. Make sure that the officials make this switch at halftime.

TIME-OUTS – 3 per game

- A. Time-outs may be requested by a coach or any on court player. You stop the clock only when you are instructed by an official. The official must grant the time-out to the coach or team.
- B. Time-outs are one (1) minute in length. Sound a warning horn with 15 seconds remaining and at the one (1) minute mark.
- C. Record the time-outs on the score sheet and notify the officials whenever a team is granted its last time-out. Notify the coach when one time out remains for the team. Each team in all grades has 3 timeouts.

DISCREPENCIES

Compare the score sheets and scoreboard after each goal, after each foul and at the end of each half. Make sure the score sheets match the scoreboard. The timer and the scorekeeper **MUST WORK TOGETHER** as a team to make sure the score is correct. Notify the officials immediately if you have a discrepancy.

SUBSTITUTIONS

When a team wants to substitute a player, the player must first report to the scorers' table. The player should be instructed to not block the vision of the scorekeepers. The player cannot enter the game until there is a dead ball whistle. (A dead ball whistle is a violation, foul, time-out, or anytime the official has the ball in their hand.) The official must be notified by the scorekeeper that there is a substitute and **THE OFFICIAL MUST SIGNAL** the player onto the court.

DO NOT SOUND THE HORN TO NOTIFY THE OFFICIALS until you have a dead ball.

SCOREKEEPER AND TIMER PROCEDURES

STARTING/STOPPING THE CLOCK (TIMING)

The first rule of timing is the B-B rule. B for ball, and B for body. Anytime the clock is not running, the contact of the ball with any part of anyone's body on the court from either team starts the clock. Do not anticipate the touch, especially in last second plays. The officials should help you by lowering their arm signaling to start the clock.

1. **JUMP BALL:** Start the clock when the hand of either jumper touches the ball.
2. **FOUL/VIOLATION:** Stop the clock as soon as the official raises their fist/hand, designating that a foul/violation has occurred. Exception, in the 2nd half, when one team is ahead by 20 or more points, the clock will continue to run on all fouls or violations.
3. **THROW-INS and FREE THROWS:** Start the clock when the ball touches ANY player on the court.

COMPLETING THE GAME

- A. Enter the score in the boxes provided next to the appropriate team's name on the scoresheet.
- B. Document any issues on the back of the report regarding any incidents or reasons for the district to declare a forfeit.
- C. Document any issues with playing time not being shared or inappropriate fan behavior.
- D. Document any issues with technical and/or inappropriate behavior by coaches or players.

MISCELLANEOUS

As a timer/scorekeeper, you are a representative of the CYC and your parish.
Besides keeping score or timing the game, you are also responsible for the following:

1. Collaborate with the officials and gym monitor to keep everyone off the courts per the rules of the gymnasium. Only the teams playing and their coaches are allowed on the court during the game. Some gyms allow young spectators to shoot during timeouts and at half time. **THE SCOREKEEPER AND TIMER** should NOT shoot baskets during time-outs or breaks. This is not to interfere with the job you are there to do.
2. You should report any unsportsmanlike conduct, whether it is players, coaches or fans, to the officials or gym monitor.
3. **Always cooperate with the officials.** They will call the game as they see it, so there should be no comments from the scorers' table.
4. If at anytime a coach, player, spectator, or official is rude or abusive to you, the scorekeeper or timer, it should be reported immediately to an official, gym monitor or the coordinator.
5. Only the scorekeeper and timer are allowed at the scorers' table during the game. No friends distracting you, no cell phones or texting, no food or drink at the table. Keep it Clean!
6. **ALWAYS make sure the table has a copy of the CYC RULEBOOK FOR BASKETBALL, the Instructional Rules for Third and Fourth Grades, and this document.**